



Communication on Progress

UN Global Compact

May 27th, 2022



Mr. H. E. Antonio Guterres
Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

I am honoured to assert that Brooklin Consulting Inc. is continuing its support of the Ten Principles of the United Nations Global Compact on human rights, labour, environment, and anti-corruption. This is consistent with our mission;

To raise the standard of living in the world by improving the utilization of resources consumed. We are committed to evidence-based decision making by ensuring our resources are devoted to finding, confirming, and quantifying information pertaining to the work environments at our company as well as our clients'. With our findings, we will ensure to make all necessary adjustments in striving to achieve the optimal results of inclusive environments in line with the Ten Principles of the United Nations Global Impact. We will be productive, and detail oriented in order to achieve these desired results and will enjoy accomplishing this mission.

At Brooklin Consulting, corporate sustainability is paramount to the way in which we conduct business, and strive to make a positive impact in the regions and communities in which we operate. We support Ontario athletics and are members of the Canadian Council for Aboriginal Business. Our support of these organizations is built upon a belief that a strong commitment to communities in which we live, and work fosters a long-lasting relationship with our clients and their people that is always mutually beneficial.

In addition to supporting the communities in which we operate, we have made a commitment to do our part as it pertains to environmental sustainability, and ensure we encourage our clients to do the same. With all partners, we set these expectations as part of our engagement deliverables to make it clear that we will all work together to achieve ethical and environmentally friendly business practices. We also commit to keeping our entire network informed with the latest sustainability initiatives available across Brooklin's network of government and industry partners.

We understand and support the annual submission of a Communication on Progress that outlines our efforts and measures our progress and look forward to many years of participation in the UN Global Compact.

Yours sincerely,

A handwritten signature in dark grey ink, appearing to read 'WS', with a long, sweeping horizontal line extending to the right.

William Surphlis
President & Founder
Brooklin Consulting

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Executive Summary

Our Business

Brooklin Consulting is a management consulting firm built on a foundation of over 30 years of experience in global consulting, focusing on productivity improvement, strategic implementation, and digital transformation. Our team is a diverse group of highly qualified experts at achieving measurable results that improves our client’s business performance quickly and effectively. We are proud to be the trusted consulting partner to many leading industries. Our industry expertise is highly diverse, ranging from insurance and financial services, food and beverage, aquaculture, pharma, printing and manufacturing to aviation and mining. We help small to medium sized enterprises overcome all types of business challenges, in any environment and location. We focus on identifying opportunities and implementing sustainable change that the responsible stakeholder owns.

Our clients include many well-known names across a wide range of industries:

- Food Production
- Pharmaceuticals
- Manufacturing
- Mining
- Real Estate
- Forestry
- Professional Services
- Government Agencies
- Financial Services
- Aviation
- Insurance
- Financial Services
- Arts and Media
- Pharmaceuticals
- Crown Corporations
- Casino & Gaming

Our Experience

Since our inception Brooklin Consulting has been building on the belief that corporate sustainability is the future of the industry. We founded our company based on a core belief system that focuses on environmental sustainability, ethical business practices and creating a safe and positive working environment for all our clients and employees. Since day one we have made it our mission to hold these principles at the forefront of our business. We wanted to go beyond that and encourage others to join in this mission and this is how we came across the UN Global Compact. We immediately saw the alignment between our beliefs and those outlined in the UN Ten Principles and determined this was a business community we wanted to be a part of. Since discovering the UN Global Compact, we have worked with our employees and partners to improve policies and procedures to ensure we are completely aligned with the guiding principles. We are honoured to be applying for the first time for membership in the UN Global Compact and hope to be an active member for years to come.

At Brooklin Consulting we are always trying to ensure our clients are continuously improving their operations and, in this spirit, we will ensure that we always continue to improve our own practices in alignment with the UN Global Compact’s 10 Principles.

The Ten Principles of the United Nations Global Compact: Brooklin’s Strategic and Operational Implementation

Human Rights



Principle 1: Business should support and respect the protection of internationally proclaimed human rights

Principle 2: Make sure that they are not complicit in human rights abuse

1.1) Assessment, Policies and Goals

At Brooklin Consulting our goal is and has always been to “make a positive impact”. At the forefront of this goal is our commitment to the protection of human rights, both within our firm, and as it pertains to partners and clients. We ensure that all our employees and partners respect the Universal Declaration of Human Rights when conducting business. This commitment is reflected in our company Code of Conduct that each employee signs, and thereby adheres to, which can be reviewed on our company website. Our Code of Conduct was created to comply with both ISO 26000 as well as the standards outlined in the Canadian Human Rights Act.

As a service-based business, it is of the utmost importance that our partners hold themselves to the same principles. We encourage our clients to treat their employees, customers, and other relevant stakeholders in a manner that respects human rights and require that they adhere to all applicable provincial/state laws and regulations as they pertain to Human Rights.

Brooklin Consulting is committed to ensuring Corporate Social Responsibility is at the forefront of all decision making. Our company will ensure that the necessary organizational bodies are in place to effectively identify all situations that are in conflict with the UN Global Compact’s 10 Principles and take immediate action to ensure their realignment. We conduct our business in an honest, open, and ethical manner recognizing the importance of protecting all stakeholders against Human Rights abuse. By holding these values at the forefront of our business, we will always ensure that we truly are “making a positive impact”.

1.2) Implementation

At Brooklin, we adhere to the Global Compact’s human rights principles through our internal policies and the external commitments we make to our clients and partners. We have a complete list of policies and procedures that all employees must sign and adhere to upon their induction into the company. This is designed to protect both the rights and interests of the employee and the related stakeholders. In order to ensure our clients uphold similar standards, Brooklin Consulting has developed a comprehensive

checklist used in the analysis phase of each engagement (SDG 17). In practice, we have found that this alignment leads to meaningful and long-lasting business relationships.

The following are the relevant excerpts from Brooklin Consulting's Policies and Procedures Handbook (SDG 3), as well as a complete list of all COVID-19 related return to work policies aimed at ensuring the safety of both our own employees and clients (SDG 3):

COVID-19 Return to Work Policy

Brooklin Consulting has an obligation under workplace health and safety legislation to provide its employees with a safe work environment to the extent reasonably possible. At this time, this would involve following public health advice from the Public Health Agency of Canada (PHAC) and our local health authority. This currently includes reminding employees of common personal prevention and preparedness measures for viruses such as COVID-19 and other contagious illnesses.

Potential and existing clients must provide a safe work environment and have a COVID-19 Safety Program that protects Brooklin employees. Brooklin's executive team will decide if the client's Safety Program is adequate to protect Brooklin's employees.

At client site:

1. All Brooklin Employees should be free of COVID-19 symptoms. We understand that being free of COVID-19 symptoms does not mean we may not be carriers of the virus.
 - a. Employers generally cannot force employees to undergo testing, and COVID-19 testing is not available on demand. If an employee can be tested regularly that may be the ideal situation. However, we do not know how testing availability and protocols will evolve by the time we return to work.
 - b. Our employees must disclose if they have or live with someone who has COVID-19 symptoms. Employees will be expected to inform Brooklin of symptoms through a confidential process, self isolate at home, follow the advice of the relevant public health agencies (federal, provincial, municipal) on recovery and treatment and keep Brooklin updated.
 - c. If Brooklin suspects an employee potentially has COVID-19, we will ask the employee to leave work and request that the employee contact the relevant public health agency and follow their directions on whether testing is appropriate.
 - d. Brooklin will encourage and track vaccination for employees, when a vaccine is available.
2. Daily Monitoring and Recording
 - a. Monitor for symptoms: cough, fever, shortness of breath, runny nose, or sore throat.
 - b. Daily recording of temperatures (am, noon, pm).
 - i. Taking employees' temperatures may be permitted if there is a *bona fide* reason, such as a demonstrated outbreak of COVID-19 in the workplace or in the community immediately surrounding the workplace, or depending on the nature of the industry (for example - food production).
 - c. Employees will document daily contacts on client site for ease of tracing in the event it is required.
3. Personal Protective Equipment (PPE)

Droplet and Contact protection will be worn as required. The minimal PPE requirements set forth by the client Safety Program are expected to be supplied by our clients and any additional PPE equipment internally recommended or required in an abundance of caution will be supplied by Brooklin. PPE may include but not limited to:

 - a. Surgical/procedure mask

- b. Isolation gown
 - c. Gloves
 - d. Eye protection (goggles or face shield)
4. Practice good hygiene.
 - a. Wash hands often for at least 20 seconds, cover coughs and sneezes, and avoid touching face.
 5. Implement “On client site” cleaning and disinfecting policy:
 - a. High touch surfaces cleaned daily in all Brooklin workstations.
 - b. Use commercial disinfectants. If they can withstand the use of liquids for disinfection, high-touch electronic devices (e.g., keyboards, tablets, smartboards) will be disinfected with 70% alcohol (e.g. alcohol prep wipes) ensuring the solution makes contact with the surface for 1 minute for disinfection.
 6. Practice physical distancing.
 7. If sick, don’t go to work:
 - a. Self-isolation for the legally required 14 days will be reinforced if any employee has any symptoms that are not related to a pre-existing illness or medical condition.
 8. Work areas should be separated if there is not enough room for physical distancing.
 - a. If separate work areas are not available: we will limit the number of workers in our centralized workstation at a time to reduce proximity to each other.
 9. If a client doesn’t have Microsoft Teams, Brooklin will commit to the client’s communication platform:
 - a. Meetings should be done virtually where possible.
 - b. When videoconferencing or teleconferencing is not possible, meetings will be held in well-ventilated spaces.
 10. All Brooklin Consulting employees will receive client pandemic preparedness and response plan training as well as any other Health and Safety training prior to project commencement:
 - a. Client must have a pandemic preparation and response plan.
 - b. Brooklin will adhere to client policy and procedures and client must be able to accommodate Brooklin’s safety requirements to an acceptable standard.

Off Client Site: Home or Hotel

1. Overnight business travel:
Our employees will only stay in hotels /establishments that have a published COVID-19 policy, have been vetted by Brooklin management and have been approved by the employees who will be travelling overnight.

Examples:

- a. <https://www.sandmanhotels.com/about/message-about-covid-19>, <https://www.eventhotels.com/en/travel-information-covid-19/>
2. Brooklin employees will self-Isolate during time off client site.
3. Practice Physical distancing.
4. No car sharing
5. Consultants need to stay healthy outside of the client site. Each Brooklin employee understands their responsibilities which can include but are not limited to:
 - a. Hand washing: Wash hands often with soap and warm water for at least 20 seconds, or using alcohol-based hand sanitizer, especially after coughing or sneezing.

- b. Cough/sneeze etiquette: Cough and sneeze into arm or tissue.
- c. Stay home when sick: Contingency plans need to be in place.
- d. Keep clean: Keep hands away from face and mouth.
- e. Stay healthy: Stay healthy by eating healthy foods, keeping physically active, getting enough sleep.
- f. Employees will document daily contacts for ease of tracing in the event it is required.

Occupational Health & Safety Policy and Workplace Harassment

Brooklin Consulting Inc is committed to providing a positive working environment free from any sort of harassment. It is a basic human right that employees be provided with a workplace that is free from any sort of physical, psychological, or sexual harassment. All new employees are receiving harassment prevention training upon being hired and attend additional training sessions twice annually at offsite retreats. The most recent of which was held in December 2019.

Any employee who feels they are the target of harassment of any kind can contact their Human Resources department in order to request that they intervene to assist in resolving the issue. If they do not consider this response to be adequate, they may file a written or verbal complaint with the company partners. Any employee reporting such a complaint has the right to do so in absolute confidence and it is the strong commitment of Brooklin to ensure the privacy of the complainant. Employees who do not adhere to this strict policy may be subject to discipline or termination.

In addition, it is the commitment of Brooklin to ensure the health, safety and protection of all of our employees by providing a safe working environment and ensuring that all clients are providing the same level of workplace safety before entering into any agreement with them. It is the duty of every Project Manager to ensure that safe and healthy work conditions are being monitored and maintained.

Every employee at Brooklin Consulting is responsible for their own health and safety and must work in compliance with federal and provincial/state laws and within the health and safety policies outlined by the company. Employees receive ongoing training to ensure their understanding of these policies. Any employee failing to adhere to these policies may be subject to discipline or termination.

See complete list of OHSP and Workplace Harassment policies:

- Brooklin Consulting Inc is committed to the protection from accidental loss to its employees and property. Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all Partners, directors, managers, and employees alike.
- Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Brooklin Consulting is committed to providing a work environment in which all employees are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace.
- Brooklin Consulting Inc strongly endorses the guidelines set forth by the Human Rights Code and the Ontario Health and Safety Act, which states that an employee has a right to be free from harassment in the workplace by the employer, his or her agents, and their employees. Any incidents should be immediately forward to a Partner or Human Resources for a timely resolution. Harassment is defined as: *“Engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome.”*

Duties of a Project Manager (OHSA)

- At the start of every project the Project Manager must meet with the responsible Health & Safety coordinator and define the following:
 - Identify all Personal Protective Equipment (PPE) to be worn by Brooklin Consulting employees.
 - Identify and arrange for any courses and/or training required by Brooklin Consulting personnel to enable them to work safely in all areas of the client's plant that they will be working in or traveling through.
 - Identify procedures to be followed in the event of injury to a Brooklin Consulting or client employee.
 - Identify and participate as required in any practice drill procedures (e.g. evacuation procedures).
- Brooklin Consulting employees must comply with the Health and Safety Policies and Procedures established by the client and bring to the attention of the Project Manager any unsafe conditions or practices which may affect the safety of Brooklin Consulting or client employees. It is the responsibility of the Project Manager to immediately bring these issues to the attention of the client Health & Safety coordinator for resolution.
- The Ontario Occupational Health and Safety Act and Regulations for Industrial Establishments booklet must be located in a visible location for all Brooklin Consulting employees.
- The Project Manager is responsible to post, beside the OHSA booklet, clear and precise directions to the First Aid (Infirmary) Room.
- The Project Manager is responsible to care for Brooklin Consulting employees who injure themselves at the client site which may include and not be limited to escorting them to the infirmary, hospital, and home, if necessary. The Project Manager will ensure that the project employee's safety and well being is secure.
- The Project Manager is responsible to complete and report any accident at the client site to the Workplace Safety and Insurance Board within the appropriate time frame required by the WSIB.
- The project director is responsible to ensure that the Project Manager follows all procedures.

Duties of Project Staff: (OHSA)

- Work in compliance with OHSA and its regulations.
- Use or wear any equipment, protective devices or clothing required by the client.
- Report to the Project Manager any known equipment or protective device that may be dangerous, missing, or defective. The Project Manager should inform the client.
- Report any known workplace hazard or violation of the Act or regulations to the Project Manager. The Project Manager should inform the client.
- Work safely and do not use or operate any equipment belonging to the client that could endanger any worker.

- Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

Equal Opportunity

At Brooklin Consulting we believe in providing equal opportunity to all individuals who can perform successfully within their role, regardless of gender, race, religion, sexuality, physical ability etc. We believe that diversity within our company acts as one of our greatest strengths and are always seeking new individuals with unique backgrounds and experiences to help us achieve our mission of making a positive impact.

In order to ensure that we are doing this we have a strict no discrimination policy that we adhere to and ensure that our clients adhere to as well. Any discrimination that is identified is reported immediately to the Human Resources department and will be further escalated to senior management if necessary. We provide training to all our employees to ensure that they are sensitive to all issues related to workplace discrimination and to ensure that all employees are aligned with our goal of having a diverse working environment (SDG 10).

Our company policy is in compliance with all laws, both federal and provincial/state as they pertain to persons with disabilities. We are committed to providing reasonable accommodations to provide an accessible workplace for such individuals, as well as access to company programs, benefits, and activities. All employees have the right to ask for additional accommodations and are encouraged to contact our Human Resources department or a Project Manager to ensure their unique needs are being met.

Finally, as part of our commitment to equal opportunity within the workplace we strive to ensure there is equal opportunity among individuals within our community. Brooklin Consulting is committed to taking action in the community through charitable contributions towards athletics, the arts, education, and many other areas. We feel that this is a tremendous opportunity for us to establish long lasting relationships within the communities we conduct business (SDG 3).

Privacy

Brooklin Consulting maintains the belief that all employees have a right to privacy within the workplace and have put policies and procedures in place to ensure this right is maintained. All confidential matters discussed between employees and a Project Manager should not be discussed with co-workers unless there is a legitimate concern for the well-being of another employee or a business reason that the other employee must know. In circumstances where an investigation must be conducted into misconduct committed by an employee, this investigation will be performed in a confidential and respectful manner that upholds the employee's right to privacy. If at any time an employee feels their personal privacy has been compromised, they may report this to the Human Resources department and can escalate this complaint to senior management if necessary.

In addition to the commitment that Brooklin makes to its employees' privacy we also make the same commitment to all of our clients. Confidential information will remain the exclusive property of Brooklin Consulting. All employees are required to sign a non-disclosure agreement that legally prevents them from discussing the sensitive details of an ongoing project with any outside party. Employees are made aware of these duties and their rights through the employee handbook.

1.3) Measurement of Outcomes

At Brooklin Consulting, it is important that we strive within our company culture to uphold the principles outlined by the UN Global Compact. In order to do so we host several company retreats throughout the year, focused on team building and providing training on these principles. In addition, this is an

opportunity for us to open the floor to all team members regarding ways that Brooklin can continue to meet the goals we've set for ourselves and ensure that this is a positive and safe place to work for everyone. At this conference we provide a survey/questionnaire for all employees to anonymously complete. This gives them an opportunity to provide feedback as it pertains to company activities and our commitment to human rights. While we have been unable to do this in the same capacity since the COVID-19 outbreak we have continued to gather virtually to ensure everyone has the opportunity to provide feedback and interact socially. A recent outcome of a past retreat was introducing a survey that allows employees to provide feedback regarding employee satisfaction with regards to "diversity". This is something that allows us to ensure we are meeting our established goals in regards to diversity and will ensure immediate changes are made in all scenarios where we are not meeting our ambitious goals.

Brooklin Consulting believes community involvement is imperative to our goal of making a positive impact. We are proud members of the Canadian Council for Aboriginal Business, as part of our commitment to facilitate business relationships with underrepresented populations, and always use aboriginal businesses as our first contact when sourcing new suppliers. In addition, over the past 2 years we have sponsored many charitable events across Canada such as the OTIP Charity Golf Classic in Waterloo, Ontario, Bay Street Fore a Cause in Toronto, Ontario, the Knights of Columbus Annual Charity Golf Tournament in Woodbridge, Ontario, and Golf for Good in Vancouver, British Columbia, and athletic teams throughout Ontario including Team Horton, a competitive women's curling team who competes on the national and international stage (SDG 3 & 4).

Labour



Principle 3: Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

Principle 4: The elimination of all forms of forced and compulsory labour

Principle 5: The effective abolition of child labour

Principle 6: The elimination of discrimination in respect to employment and occupation

2.1) Assessment, Policies and Goals

A core element of Brooklin Consulting's Policies and Procedures is respecting fair labour practices in accordance with the Canada Labour Code as well as the federal mandates surrounding labour in any country in which we conduct business. We have designed these policies to align with the UN Global Compact's principles regarding labour standards and to incorporate all fundamental conventions outlined by the International Labour Organization. We are in complete alignment with international efforts to reduce all forms of forced and compulsory labour and are committed to having the internal structures in place to ensure that we comply with this policy. All employees are encouraged to be alert to any evidence of forced labour among our own employees and especially among our client's workforce. We consider these principles paramount to who we are as a company and insist that our clients hold themselves to the same principles. If any of our employees suspect there to be forced labour present either internally or externally, they are encouraged to report their concerns immediately to their Project Manager and Human Resources department (SDG 8).

Brooklin Consulting acknowledges the harm that occurs from the economic exploitation of children and supports all efforts to abolish child labour. For us to make a positive impact in the communities we work in, it is important for children to focus their time on education and physical activity. At Brooklin Consulting, no children below the age of 15 may be employed and all young workers between the ages of 15-18 years who have been hired for part time roles have been approved in accordance with international child labour standards. We insist that all clients adhere to these same principles and refuse to enter into a partnership with any company not adhering to our outlined policy. If any of our employees suspect there is forced child labour present either internally or externally, they are encouraged to report their concerns immediately to their Project Manager and Human Resources department (SDG 4).

We are committed to respecting our employee's rights to freedom of association and collective bargaining. Our policy is to comply with all relevant laws and regulations on this matter and to ensure employees may enlist this right without any risk of discrimination or interference. In addition, all clients are vetted before an engagement to ensure that no discriminatory practices are taking place with regards to this fundamental right. Any complaints or concerns with regards to this matter may be reported to the Project Manager or Human Resources department (SDG 8).

Finally, Brooklin Consulting is committed to providing equal employment opportunities to employees both in policy and in practice. We ensure that all employees receive the same access to training, job placements and career advancement. As stated in our Policies and Procedures Handbook, Brooklin shall not discriminate based on race, religion, gender, sexual orientation, age, disability, etc. It is our policy at Brooklin that all employees receive the same benefits and that compensation is based exclusively on the title of an individual's role and their ability to perform in this role. We provide vacation days, sick leave, and personal days in accordance with industry standards and Canadian Federal Law. In addition to enforcing these policies internally we ensure that all of our partners and clients adhere to the same business practices and refuse to engage with companies who do not (SDG 10).

2.2) Implementation

At Brooklin Consulting, we believe that success in the consulting industry is tied closely to employee happiness. As a result, one of our top priorities is always to ensure our employees have a positive working environment that gives them the tools necessary for them to succeed. In order to ensure that these supporting policies are upheld, we have a number of internal systems available both to support these principles and to ensure our employees have sufficient channels to flag any actions or situations that are in violation of these policies.

Our Human Resources department and senior management are always available to report any situation in which an employee feels either we or our clients are not living up to our commitment to fair labour practices in accordance with our outlined policy. In order to ensure that all employees feel comfortable with this kind of self-reporting, we ensure that all Human Resources representatives and senior management staff are present at company retreats and have interacted with each employee. Our Human Resources representatives and Project Managers receive annual training regarding conflict management and labour laws. This ensures they can identify any potential issues easily and effectively and can take action in a meaningful way, whether this be internally or externally as it relates to clients. Similar training is provided to all employees at our semi-annual retreats and is conducted by our Human Resources department and Project Managers.

At Brooklin Consulting, the equal treatment of our employees is of the utmost importance. We believe that the only way to ensure that our employees reach their full potential is to provide them with equal opportunities to do so based on their performance. We have a structured list of roles that provide a natural progression for all employees, from Consultant to Senior Consultant, to Manager and onwards. All employees who share a title will receive the same salary compensation and bonus structure. All employees at Brooklin Consulting receive the same benefits package regardless of their role as we feel this is important to providing a work-life balance with a focus on physical and mental health.

Brooklin Consulting conducts performance reviews on a semi-annual basis for all positions. This is designed not only for the employee to receive feedback on their performance, but to also serve as a formal opportunity for employees to share any feedback they might have for Brooklin Consulting in a safe space. This feedback is always reviewed by our senior management and considered when updating policies and procedures. This serves also as an opportunity for employees to review their current role and compensation. In addition, we always request feedback from our clients upon the completion of a project in regard to our project performance, and our performance as it relates to upholding the UN Global Compact principles.

2.3) Measurement of Outcomes

Brooklin Consulting is proud of its efforts this past year in keeping up with our commitment to increase the diversity of our company. Over the last 2 years we have increased the ratio of females to males in our company from 0.4:1 to 0.7:1 as we pursue our goal of having equal representation of females to males

while creating a culture that puts emphasis on fostering a healthy work / life balance (SDG 5). In addition, we continue to have an increased focus on attracting people of international backgrounds. It is our belief that having a diverse workforce is invaluable when it comes to growing our business.

If incidents are identified that are not in accordance with our policies and procedures regarding labour laws, it is the responsibility of the Human Resources department to investigate the incident and present the findings and recommended course of action to the company's senior management. It is then the responsibility of senior management to determine what actions must be taken, and how such actions will be communicated to Brooklin's employees. If the subject of a Human Resources investigation is part of Brooklin's senior management team, an outside party will be consulted to determine the necessary action. The same structure will be implemented for external incidents that have been reported as it pertains to clients. Brooklin's senior management will work with the client's senior management to arrive at a suitable resolution, if a suitable resolution cannot be reached the business relationship will be terminated.

All results as they relate to labour laws and fairness are reviewed quarterly by Brooklin's senior management to determine whether any action must be taken to ensure that Brooklin Consulting is holding itself to the standards set out in the UN Global Compact Principles.

Environment



Principle 7: Business should support a precautionary approach to environmental responsibility

Principle 8: Undertake initiatives to promote greater environmental responsibility

Principle 9: Businesses should encourage the development and diffusion of environmentally friendly technologies

3.1) Assessment, Policies and Goals

Brooklin Consulting strives to conduct business in a manner that is environmentally conscious. Before commencing any consulting project, we evaluate all environmental risks that could arise as a result of it and anticipate these so that we may act proactively (SDG 12). We insist that a commitment is made by our clients as well as our employees to take necessary precautions to mitigate any environmental risks. We as a company conform to strict air and water quality standards, as well as all land use and environmental degradation standards as set by the legislative bodies of the region in which we are operating (SDG 14 & 15). We work closely with these local authorities and provide consistent reports to ensure we are operating in compliance with all local laws (SDG 17).

Brooklin looks to pursue all green initiatives when available while traveling. This includes choosing accommodations that offer ‘Green Stay’ programs, eliminating the purchase and use of single use plastics where possible, and choosing to dine at restaurants who post their support of environmental initiatives (SDG 13). Among other initiatives, we are committed to supporting companies that offer fair trade products and will continue to reduce the amount of waste we produce and the environmental impact of any events we host or co-sponsor (SDG 12).

3.2) Implementation

Internally, we are dedicated to educating all employees on environmental issues and risks, as well as finding ways they can live an environmentally responsible lifestyle at work and at home. We will continue to make an effort to do our part to ensure we are leaving the planet better off for future generations. This is always a focus point of our company retreats where we provide an opportunity for our employees to discuss any ideas on how we can better reach our goals as a company of reducing our environmental impact.

We have committed to eliminating all plastic water bottles on our premises and at client sites. All Brooklin Consulting employees are given their own reusable water bottles and coffee mugs to be used while on Brooklin time. In addition, we have introduced a recycling program that is designed to reduce waste and have committed to shifting all marketing materials online to prevent the waste of paper (SDG 12). Not only do we encourage all our employees to uphold these same beliefs in their personal and professional lives, but we work to influence all our clients to improve their environmental practices as well. We frequently share, via LinkedIn, environmental studies, as well as updates and information on ongoing environmental initiatives that are taking place at Brooklin Consulting. Through this, we hope to ensure that our entire network is conscious of the environment when they conduct business.

At Brooklin, we do not have a physical office, which allows us to significantly reduce our carbon footprint. However, consulting, by nature, involves frequent travel as our employees are constantly travelling from their homes to project sites both nationally and internationally. To reduce the environmental impact created by such travel we will always choose to conduct meetings via video conferencing where it is deemed appropriate by senior management. When travel to a project site is required, we always encourage employees to carpool when possible and ensure that any rental cars being used are energy efficient and do not burn gasoline at a rate higher than 14 L/100 Km (SDG 7). Our business by nature also includes significant air travel. To reduce the environmental impact created by such travel we will always choose to conduct meetings via video conferencing where it is deemed appropriate by senior management. When assigning individuals to projects we try to limit the number of total flights that must be taken, as well as the distance per flight in an effort to reduce our carbon footprint (SDG 13). – no physical office – committed to working virtually

As part of our commitment we are Qualified Service Providers of the Green Freight Assessment Program (GFAP). This is a program developed by the Government of Canada in which Canadian transportation companies receive a grant to fund an assessment aimed at improving a fleet's efficiency, reducing their greenhouse gas emissions, and adopting newer, eco-friendly technologies. To date, GFAP has provided contributions towards the assessment of over 3,000 trucks, supported the implementation of 250 fuel-reduction activities, as well as the purchase of 7 natural gas heavy duty vehicles, helping companies across Canada reduce their carbon footprint (SDG 7 & 17).

Internally, we have hired a full-time consultant who is dedicated to working with clients to identify and apply for both federal and provincial government grants related to sustainability and improved efficiencies for our clients. This partnership with the government provides enhanced incentives for our clients to revamp their operations, with our help, in a way that can improve their environmental impact. This full-time consultant has been tasked with researching and communicating all available opportunities to our clients and educating them on the ways in which we can help them implement environmentally sustainable business practices (SDG 17)

We are constantly researching the latest environmentally friendly technologies and have frequent update meetings with our senior management team to discuss findings and next steps. Through this, we can ensure that we are always proactive in our approach to sustainability (SDG 7).

3.3) Measurement of Outcomes

Over the last reporting period we are proud of the steps we have taken to reduce the amount of waste we as a company produce. Office waste baskets continue to fill up less frequently, and the use of Brooklin reusable coffee mugs and water bottles can be seen daily across all our client sites. We look forward to tracking the amount of single use coffee cups and plastic bottles we have been able to avoid over the next year as we continue to roll out this program. Moving forward, Brooklin has developed new tracking methodologies to be able to quantify the amount of emissions avoided through leveraging video conferencing as an alternative to face-to-face meetings. By doing so we will be able to track the number of flights, kilometers driven, and hotel stays we have been able to avoid and look forward to reporting those numbers in next year's Communication of Progress. We have also purchased a number of carbon credits as part of our goal to be a carbon neutral organization and have plans this year to purchase 1000 trees in pursuit of this goal. In addition to our own commitments, we have also placed a higher emphasis on prospective clients who share the same commitments towards sustainability and responsible environmental practices.

Anti – Corruption



Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery

4.1) Assessment, Policies and Goals

Brooklin Consulting’s policies and procedures regarding anti-corruption have been designed with respect and integrity in mind and are in alignment with the rules and principles laid out in the UN Convention against Corruption. All employees agree to uphold these principles when they begin working with us and any employee who is found to be in violation of these standards will be subject to discipline as deemed necessary. Our company works with clients in many regions and jurisdictions and it is our responsibility as an employer to ensure all Brooklin employees are aware of the applicable regional laws and regulations (SDG 8).

Our employees agree not to accept any bribes, gifts, or favors that might be considered inappropriate. In addition, employees agree to never engage in any kind of extortion for personal gain or any sort of quid-pro-quo. Employees receive training to help them identify these kinds of situations and are asked to use their best judgement and seek guidance from our Human Resources department and or their Project Managers in situations where they feel they need assistance (SDG 8).

Just as we hold our employees to high standards regarding the prevention of corrupt business practices, we insist that our clients hold themselves to the same standards. Before commencing a project with a prospective client, we conduct a thorough due diligence process to ensure that their policies and actions are in alignment with ours regarding anti-corruption (SDG 17).

4.2) Implementation

At Brooklin Consulting it is every employee’s responsibility to report to the Human Resources department any actions they feel are in conflict with our policy surrounding corruption. Any complaint can be escalated to the Senior Management level upon request by the Human Resources representative or employee. Any employee who does so has their privacy guaranteed and are guaranteed that they can report such things without fear of retaliation. Employees receive training regarding the identification of practices contrary to our anti-corruption policies at each company retreat conducted by our Human Resources department. These workshops focus on prevention, as well as identification of any unjust practices that may be taking place internally or externally at a client site. Going forward Brooklin Consulting plans to adhere to the principles outlined by Transparency International Canada as a means of continuing our efforts to help eliminate corruption within Canada (SDG 17).

4.3) Measurement of Outcomes

Brooklin Consulting is proud to announce that since its inception, we have encountered no situations where corruption had to be reported and addressed. We feel incredibly confident that the policies we have in place are sufficient to ensure we are prepared to identify and action all situations where corruption is present both internally and externally with our partners and clients.

Taking Action in Support of Broader UN Goals and Issues

In addition to following the principles outlined in the UN Global Compact, Brooklin Consulting has made a commitment to support the United Nations Sustainable Development Goals (SDG) through our core policies, investment, charitable contributions, and public advocacy. We support these goals both internally with help from our employees and externally through contributions to our surrounding communities.

We focus specifically on the following SDG's:

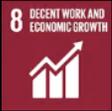
- Good Health and Well-Being
- Gender Equality
- Affordable and Clean Energy
- Reduced Inequalities
- Climate Action
- Quality Education
- Partnerships for the Goals
- Decent Work and Economic Growth
- Responsible Consumption and Production
- Life Below Water and On Land

Corporate Sustainability Governance and Leadership

At Brooklin Consulting our desire to “make a positive impact” begins with our senior management team. Our leadership team has designed the inner workings of our firm to hold corporate sustainability at its forefront. They are constantly seeking new ways to make positive contributions to the communities in which we operate in alignment with the UN’s Sustainable Development Goals. These goals have become the key elements of our business strategy as we aim to find efficiencies for our clients in a way that is ethical, environmentally conscious, respectful, and fair. Our President has a particular interest in environmental sustainability and views this as the future of the industry. As the world changes rapidly around us he views it as paramount that businesses are constantly adapting their technologies to make efficient use of resources today, without diminishing our ability to meet the goals of tomorrow. He is always eager to share his learnings with others and is constantly updating those within his network of ways in which adopting sustainable methods can benefit them, whether this be through speaking events or social media. As we grow, we plan on developing an active board of directors who will support this view and our mission of making a positive impact. As part of this initiative, we are looking to introduce formal reporting on corporate sustainability within our annual reports and use the UN Global Compact’s 10 Principles as key metrics to evaluate whether we are meeting the goals we have laid out for ourselves.

Goals and Progress

	Most relevant SDG targets for Brooklin's Operations	Most relevant UNGC Principles	Guiding SDG Ambition Benchmark	Most relevant Brooklin goals and programs	Brooklin metrics and progress for 2022
	<p>3.5) Strengthen the prevention and treatment of substance abuse, including narcotic drug abuse and harmful use of alcohol</p> <p>3.9) By 2030, substantially reduce the number of deaths and illnesses from hazardous chemical and air, water and soil pollution and contamination</p> <p>3.d) Strengthen the capacity of all countries, in particular developing countries, for early warning, risk reduction and management of national and global health risks</p>	<p><u>Principle 7</u></p> <p><u>Principle 8</u></p> <p><u>Principle 9</u></p>	<p>Access to quality health benefits and services for all employees</p>	<ul style="list-style-type: none"> • We set a goal to provide 100% of employees with quality health benefits • We are committed to providing training to all employees to work in compliance with OHSA and its regulations • We support local charities in athletics and mental health care • We support a hybrid work model to ensure the safety of our employees who may be more vulnerable to serious COVID related illness 	<ul style="list-style-type: none"> • We met our goal of providing 100% of our employees with health benefits that can be accessed when required • We experienced zero incidents of work place injury or health related issues as it relates to on site work • We continued to support local athletics in the communities in which we work and began supporting Kid's Help Phone as a sign of our continued commitment to support mental health in Canada • We acted quickly to implement COVID-19 protocols to protect both our employees and our clients
	<p>4.3) By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p>	<p><u>Principle 1</u></p> <p><u>Principle 6</u></p>	<p>Provide access and funding to continuous education platforms for all employees</p>	<ul style="list-style-type: none"> • We have a goal for 100% of Brooklin employees to pursue further education in their selected area of interest • We are committed to ensuring 50% of our company is owned by the employees and are committed to providing them with the resources that will allow them to make management level decisions • Launching Brooklin Academy certificate programs in Lean, Six Sigma, Agile, to provide technical skills to all employees and clients 	<ul style="list-style-type: none"> • To date 100% of Brooklin employees have received Lean Six Sigma continued education • 50% of employees have taken advantage of external continuous education resources • We provided training sessions to all new hires to ensure they are familiar with our methodology and guiding principles
	<p>5.5) Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life</p> <p>5.c) Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels</p>	<p><u>Principle 1</u></p> <p><u>Principle 2</u></p> <p><u>Principle 6</u></p>	<p>Gender balance at all levels of management</p>	<ul style="list-style-type: none"> • We've set a goal to have women make up 50% of our workforce by 2025 • We have an additional goal for the company to have 25% of its Project Managers & Directors represented by women by 2025 	<ul style="list-style-type: none"> • We are on track to reach our goal of equal representation of men and women in our workforce by 2025 and currently have a breakdown of approximately 60% men, 40% women • In addition we have increased the breakdown of women in management positions to 43% women, and 57% men • Continued membership within Aтира Women's Resource Society to affirm our continued support of women's rights with the goal of ending all violence against women and providing a safe space and resources for women of all backgrounds

	Most relevant SDG targets for Brooklin's Operations	Most relevant UNGC Principles	Guiding SDG Ambition Benchmark	Most relevant Brooklin goals and programs	Brooklin metrics and progress for 2022
	<p>7.2) By 2030, increase substantially the share of renewable energy in the global energy mix</p> <p>7.3) By 2030, double the global rate of improvement in energy efficiency</p>	<p><u>Principle 7</u></p> <p><u>Principle 8</u></p> <p><u>Principle 9</u></p>	Work internally and with all clients reduce all GHG emissions	<ul style="list-style-type: none"> • Our goal is to decrease GHG emissions for all client companies and to increase fuel efficiency of shipping fleets world wide • We work with clients to secure government funding for capital purchases designed to increase fuel efficiency and target a benchmark of 20% funding through grants for all client's capital expenditures 	<ul style="list-style-type: none"> • In New Brunswick, we reduced fuel consumption and GHG emissions on a logistics company's fleet by 4%. • In Ontario, we reduced fuel consumption and GHG emissions on a construction & concrete company's fleet by 10%. • Successfully secured funding for 15% of the cost of a new energy efficient machine in a manufacturing operation • Successfully secured government funding to reimburse 50% of costs for capital improvements that improve fuel efficiency on a trucking company's fleet.
	<p>8.2) Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors</p> <p>8.5) By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value</p> <p>8.10) Strengthen the capacity of domestic financial institutions to encourage and expand access to banking, insurance and financial services for all</p>	<p><u>Principle 2</u></p> <p><u>Principle 3</u></p> <p><u>Principle 6</u></p>	Enhance the productive capabilities of businesses throughout Canada and worldwide	<ul style="list-style-type: none"> • We are committed to ensuring 100% of our employees earn a living wage across the entire organization • We commit to provide a 3:1 return to all clients by examining their technological resources, systems, processes and behaviours • We commit to provide resources for young talent within our organization to collaborate and accelerate business innovation towards sustainable development 	<ul style="list-style-type: none"> • All employees regardless of race, gender, ethnicity, etc. are compensated equally based on their skills and experience • We provided one of Canada's largest insurance providers with a 3:1 return enhancing their productivity and improving their capabilities to deliver financial solutions to individuals throughout Canada • Through the UN Global Compact a Brooklin Senior Manager participation in the Young SDG Innovators program providing mentorship to participants • We have completed our participation in the CME Technology Assessment Program designed to enhance the productive capabilities of firms
	10.4) Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve greater equality	<p><u>Principle 1</u></p> <p><u>Principle 2</u></p> <p><u>Principle 6</u></p>	Promote equality in all communities and regions in which we conduct business	<ul style="list-style-type: none"> • We are committed to providing opportunities and enhancing capabilities of firms led by individuals from emerging markets and developing countries populations • We are members of the Canadian Council for Aboriginal Business and have established ourselves as advocates for the promotion of business within Aboriginal communities • We encourage our employees to provide feedback regarding the ways in which we can be more inclusive in our own business and in the communities we work 	<ul style="list-style-type: none"> • We introduced bi-annual diversity survey to be delivered at all company retreats - 100% of employees participated in providing feedback regarding our equality policies • We continue operations and the establishment of partnerships within Eurasia & the Middle East, developing relationships in underrepresented countries

	Most relevant SDG targets for Brooklin's Operations	Most relevant UNGC Principles	Guiding SDG Ambition Benchmark	Most relevant Brooklin goals and programs	Brooklin metrics and progress for 2022
	<p>12.5) By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p> <p>12.6) Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle</p>	<p><u>Principle 7</u></p> <p><u>Principle 8</u></p> <p><u>Principle 9</u></p>	<p>Eliminate all waste that is sent to landfills</p> <p>Reduce water waste caused by hotel stays</p>	<ul style="list-style-type: none"> • We are committed to reducing the use of all single use plastics on client sites by the conclusion of the COVID-19 pandemic • We work closely with all clients to eliminate chemical yield waste and ensure the safe disposal of harmful chemicals and substances • When travelling for work employees only source accommodations that offer "Green Stay" options 	<ul style="list-style-type: none"> • All are encouraged to expense and purchase reusable water bottles, which are required at all job sites at the conclusion of the pandemic • Completed a project with a Canadian leader in Chemical manufacturing and reduced chemical yield loss by 3% • 100% of marketing materials have been shifted online to avoid additional paper waste
	<p>13.2) Integrate climate change measures into national policies, strategies and planning</p> <p>13.3) Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</p>	<p><u>Principle 7</u></p> <p><u>Principle 8</u></p> <p><u>Principle 9</u></p>	<p>Ensure that entire company is carbon neutral</p>	<ul style="list-style-type: none"> • This year we will purchase GHG offsets to compensate for emissions on all business travel • This year we will complete a GHG Inventory and plan to reach zero emissions by 2024 • Commit to reducing GHG emissions resulting from travel by conducting all meetings online, even after the COVID-19 pandemic • Have developed a new program to be launched this year where a tree will be purchased for every additional follower on the Brooklin LinkedIn 	<ul style="list-style-type: none"> • To date we have reduced total kilometres travelled by our consultants by 95% • This year we will be developing a management system to better track this commitment to reduce travel related greenhouse gas emissions • All employees are requested to use the smallest rental vehicle reasonable to the circumstances and to avoid the use of SUV's and high performance vehicles • We have made a pledge to purchase a tree for every Brooklin LinkedIn follower, with 1000 anticipated trees to be purchased this year, offsetting our current carbon emissions for the year
	<p>14.1) By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution</p>	<p><u>Principle 7</u></p> <p><u>Principle 8</u></p> <p><u>Principle 9</u></p>	<p>Promote sustainable fishing practices in all communities in which we operate</p> <p>Eliminate all toxic chemicals and waste entering our lakes, oceans and rivers</p>	<ul style="list-style-type: none"> • Prior to starting any consulting project we conduct an analysis to evaluate all environmental risks on land and on water before we go forward with any partnership • We conform to strict air and water quality standards as well as land use standards as set by the legislative bodies of the region in which we are operating 	<ul style="list-style-type: none"> • In the past year we have experienced zero environmental issues and have vetted 100% of clients for environmental malpractice before commencing a project
	<p>14.b) Provide access for small-scale artisanal fishers to marine resources and markets</p> <p>15.5) Take urgent and significant action to reduce the degradation of natural habitats</p> <p>15.a) Mobilize and significantly increase financial resources from all sources to conserve and sustainably use biodiversity and ecosystems</p>		<p>Reduce environmental degradation caused by manufacturing activities</p>		
	<p>17.13) Enhance global macroeconomic stability, including through policy coordination and policy coherence</p> <p>17.14) Enhance policy coherence for sustainable development</p>	<p><u>Relevant across all 10 UNGC Principles</u></p>	<p>Enhance the productive capabilities, access to capital, sustainable practices and environmental consciousness of all client companies by leveraging multi-stakeholder partnerships</p>	<ul style="list-style-type: none"> • We work with the public sector to secure funding for companies so that they can invest in their own productive capabilities and enhance their energy efficiency • As part of this commitment we act as Qualified Service Providers of the Green Freight Assessment Program (GFAP) designed to provide government grants aimed at increasing transport company's fleet efficiency 	<ul style="list-style-type: none"> • Brooklin employs an in-house consultant who is dedicated to working with clients to identify and apply for both federal and provincial grants related to sustainability and improved efficiencies for clients. Internal plan to further grow these capabilities • As members of the GFAP we have contributed to the assessment of over 3,000 trucks, supported the implementation of 250 fuel-reducing activities as well as the purchase of 7 natural gas heavy duty vehicles