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# Community Engagement Policy

## Policy

Stantec is a caring company that is committed to supporting growth by enhancing knowledge, prosperity, health, and quality of life in the communities where we live and work. The Company supports endeavors in the arts, education, the environment, and health and wellness.

To do this, we set a target to donate up to 1% of Stantec's annual pretax profits to charitable and nonprofit organizations, we encourage personal charitable giving by employees, and we encourage and assist employees to volunteer. The target of up to 1% is met either through direct cash contributions or services in kind.

All charitable contributions and sponsorships by the Company must be made in strict compliance with applicable laws and regulations and with Stantec policies. Stantec will not make contributions that may be perceived as unethical. Stantec also prohibits contributions that create an actual or perceived conflict of interest.

Requests for cash or in-kind services will be considered only when submitted using the [Application Process](#).

## Practice

Many organizations are worthy of support; however, budget and policy limitations prevent our Company from approving all requests. Stantec seeks to build strategic partnerships with organizations that are complementary to Stantec's strategic goals and values, have a well-defined sense of purpose, and have a reputation for delivering quality programs and services.

Leadership is encouraged to work together to realize strategic community engagement goals.

Support for the arts, education, the environment, and health and wellness should be allocated as equitably as possible.

## Areas supported by company policy

Stantec contributes to organizations and designated programs primarily in regions where we have a significant employee presence. These programs are reviewed and approved annually with senior leadership.

We do not provide funding to:

- Organizations whose principles may conflict with Stantec's values as outlined by our board of directors and presidents and chief executive officer
- Animal activist organizations
- Political Parties or Political Activism
- Beauty or talent contests
- Individual sponsorships, including athletes or artists
- All levels of competitive, professional, or organized sports
- Labor groups
- Loans for small businesses

- Profit-making enterprises
- Ethnic or religious organizations, unless their services or resources are available equally to other groups
- Requests from third-party fundraisers
- Film production or publishing activities
- Conferences, seminars, or workshops
- Travel, accommodation, meal expenses, field trips, or tours
- Organizations that discriminate on the basis of characteristics such as race, sex, gender, color, creed, religious beliefs, citizenship status, national origin, age, marital status, sexual orientation, gender identity or disability

In some cases, applications not suitable for community engagement funding may be considered for marketing or business development. This could include:

- Film production or publishing activities
- Conferences, seminars, or workshops

## Community Engagement focus

### Arts

Support for the arts may include visual and performing arts organizations, art education programs, community art festivals, and art funds or councils. Other arts-related requests can be assessed individually. If a donation greater than the threshold for the capitalization policy (see SAM) is made for tangible artwork then an Expenditure Request must accompany the cheque request to ensure that the asset is capitalized.

Stantec does not fund individual artists.

### Education

Support for this area focuses on scholarships and educational programs. Stantec is interested in supporting school and business partnerships and programs that help achieve objectives such as encouraging elementary or secondary students to pursue higher education or training that emphasizes design disciplines. Generally, Stantec does not provide direct funding to student groups. For information about Stantec scholarships, please see our [Scholarship Program](#) pages.

### Environment

Support for the environment focuses on programs that promote sustainable development and environmental responsibility.

### Health and wellness

Support for this area focuses on recognized and credible health and wellness charities and organizations. Representative organizations and programs may include national, provincial, or state charitable health organizations, as well as regional hospital and health centers.

## Allocation of funding

A community engagement budget is determined each year during the Company's budgeting process. Of this total, half of our 1% target is allocated to and administered by the corporate office. A Community Engagement Committee, appointed by the president and chief executive officer, is responsible for reviewing and approving requests.

Any requests forwarded by a region to the corporate office for consideration must be approved by the regional leader and senior vice president and should have a broad Company focus.

The remaining half of the 1% target of the budget is allocated to the regions and administered regionally. Regional community engagement representatives, regional leaders review and recommend approval of applications for funding. Only those requests reviewed and approved by the regional leader can be allocated to the community engagement budget. ALL charitable donations must be administered through our online tracking tool, Benevity. Please reach out to your [Community Engagement Rep](#) for information about Benevity. Approvals for each opportunity must be in accordance with the [Signing Authority Matrix](#).

Individual regions are responsible for managing and tracking their spending over the course of the fiscal year in the online tool so that Corporate can provide complete annual reports of the Company's activities in various internal and external reports.

## Application procedures

Organizations, employees, and clients requesting funding are required to apply using the [application process](#) found on [stantec.com](#).

An initial review will be undertaken at a regional level and/or by our corporate office to determine if the request falls within our funding guidelines and meets the current interest and focus of Stantec's Community Engagement Program. Organizations may be asked to provide additional information before their application is considered. Priority will be given to Stantec employees and clients whose requests fall under our funding guidelines.

In some cases, applications that do not meet community engagement funding guidelines may be considered for marketing or business development opportunities. These requests will be forwarded to the appropriate group for consideration.

Since the Company cannot provide support for all the programs submitted to the Community Engagement Program, we choose organizations that best meet the funding priorities and guidelines determined annually by senior leadership. At times, we may decline investing in a worthy program because we have already committed to budget for other funding priorities.

## Responding to requests for funding

Approval and decline letters are sent via our online community engagement management tool.

## Business development

Business development is different from community engagement, sponsorship, and advertising. Examples of business development typically include but are not limited to client relations, focused marketing, strategic sales, account management, tickets to sporting events, and sponsoring business conferences (unless the conferences are for charitable organizations). Company spending on business development initiatives should be taken from the business development budget, not the community engagement budget.

## **More information**

For more information about business development, contact [marketing@stantec.com](mailto:marketing@stantec.com).

For more information about community engagement, contact [communityengagement@stantec.com](mailto:communityengagement@stantec.com).