



# Sustainability & Office Environment

*Green Office*

# LSA

February 23, 2021

# About LSA

**1000+**  
Certified Documents

**9** Offices



**TENURE**  
Average Years with LSA by Position

Principal  
Associate  
Staff



**180**  
Full-Time Employees

**CA CITIES WORKED WITH**  
 **398**



# Sustainability and Corporate Social Responsibility Plan

# LSA

July 2020



# Sustainability Reporting Methodology

*This Sustainability Plan uses the GRI Standards as well as the Climate Initiative General Reporting and Local Government Operations Protocols to document LSA's corporate carbon footprint.*

The Global Reporting Initiative (GRI) is a nonprofit organization that promotes economic, environmental, and social sustainability. GRI provides companies and organizations with a comprehensive sustainability reporting framework which is used worldwide within our industry.



# Our Commitment to Sustainability

As an environmental consulting firm, LSA is aware of the impact our operations and services can have on the environment. With this in mind, we are constantly looking for ways to reduce LSA's carbon footprint and other potential adverse environmental impacts. As part of this effort, LSA implemented a Green Team in 2014. The LSA Green Team meets regularly to analyze our impacts and to brainstorm on how we can further reduce our impacts to the environment. Example Green Team initiatives include an annual Bike to Work program and preparation and implementation of the LSA Sustainability Plan. The LSA Sustainability Plan is dynamic and updated periodically with the goal of LSA being a better global citizen and reducing the adverse effects of our business on our environment.

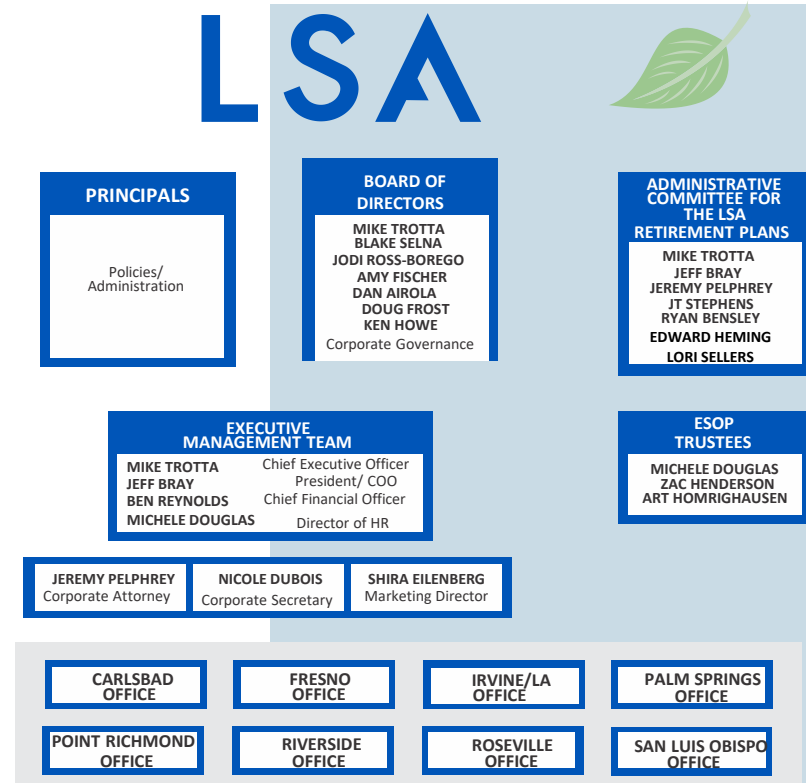


Mike Trotta

Chief Executive Officer

# Governance and Structure

- LSA’s affairs are conducted by a Board of Directors and designated officers.
- Corporate directors and officers include some LSA Principals and outside advisors.
- The primary functions of corporate directors and officers are to guide the company in meeting legal obligations and to assist in corporate and business development.
- Working as “partners,” the Principals group develops policies and procedures that benefit the company, employees and promotes sustainability.



# Diversity

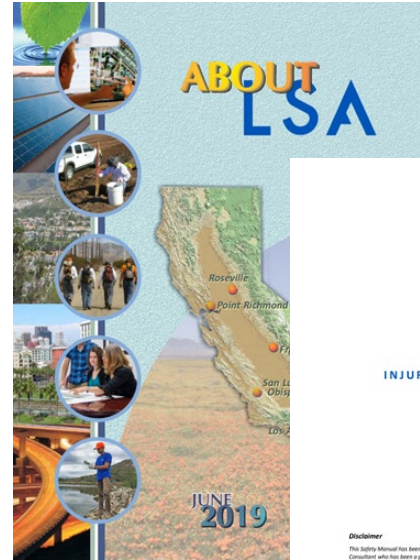


Personnel Category	Caucasian		Black		Hispanic		Asian		Native American		Pacific Islander		Total Regular Hire Employees
	M	F	M	F	M	F	M	F	M	F	M	F	
Executives/Managers	17	10	-	-	-	2	-	-	1	-	-	-	30
Other Technical /Professional	48	42	2	-	2	6	12	5	-	-	-	-	117
Office/Clerical	3	26	-	1	-	10	1	2	-	-	-	1	44
<b>Total</b>	<b>68</b>	<b>78</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>18</b>	<b>13</b>	<b>7</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>191</b>
<b>Percent of Total</b>	<b>35.60%</b>	<b>40.84%</b>	<b>1.05%</b>	<b>0.52%</b>	<b>1.05%</b>	<b>9.42%</b>	<b>6.81%</b>	<b>3.66%</b>	<b>0.52%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.52%</b>	<b>100.00%</b>



# Mission, Vision, Policies

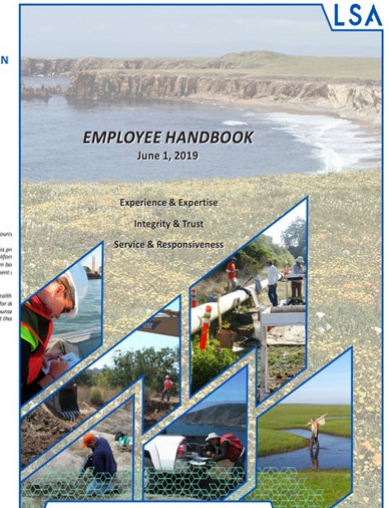
- LSA's company mission, goals, and values are found in the "About LSA" booklet.
- 2019 Safety Manual and Injury and Illness Prevention Program
- The LSA Employee Handbook discusses policies, procedures, benefits, and work rules of LSA Associate, Inc.



**Disclaimer**

This Safety Manual has been created for LSA by Jennifer Melton/Smith of HR Consulting. She is a Human Resources Consultant who has been a practitioner for over 13 years. This Consultant is not an attorney or a Certified Safety/Environmental Specialist, but works in conjunction with many legal experts. For the purposes of this published current state law and other relevant resources, books, and publications, including those published by OSHA, Bureau of National Affairs, and Commerce Clearing House. She has utilized information from his publications, and government websites, including both state and federal agencies, which include Department of Industrial Welfare Commission, and Occupational Safety and Health Administration.

This Manual is not meant to be a substitute for or a legal interpretation of the Occupational Safety and Health. This manual is intended to refer directly to the California Code of Regulations. There is an Labor Code for a exact information, specifications, and exceptions. It is always recommended that a Company seek legal counsel assistance for complete legal compliance. Safety hazards can change on a regular basis, and it is important the conducts regular "self audits" as a part of its ongoing safety practice.





# Corporate Social Responsibility (CSR) Efforts

- 1. Employee Health and Wellness:** As an Employee-Owned Corporation, employees care about the health, wellness, safety, and welfare of one another.
- 2. Sustainable Office Operations:** We operate our offices in a sustainable way and continue improving upon the firm's sustainable operations.
- 3. Community Initiatives:** We care about the communities we work and live in and organize initiatives to improve these communities.
- 4. Reducing Our Carbon Footprint:** We are concerned about climate change and commit to shrinking our corporate carbon footprint.



# Employee Health and Wellness

LSA's commitment to sustainability starts with the firm's most valuable asset, its employee-owners.

LSA's Wellness Program is designed to encourage all employees to lead a healthy lifestyle and to participate in fun, engaging activities and challenges, including:

- Biometric screening and health risk assessment;
- Expert-led seminars on wellness-related topics (e.g., healthy eating, stress relief, weight loss); and
- Fun challenges designed for all fitness levels.



# Sustainable Office Operations

The managing principals of each of LSA's nine California offices are primarily responsible for each office's approach to sustainable office practices and community initiatives.



# Community Initiatives

LSA's commitment to the community includes the following:

- Funding and providing volunteer labor for Habitat for Humanity Projects ;
- Funding and volunteers for Emergency Responses within the State; and
- Providing local Sustainability Fairs to increase awareness of sustainability within the community.



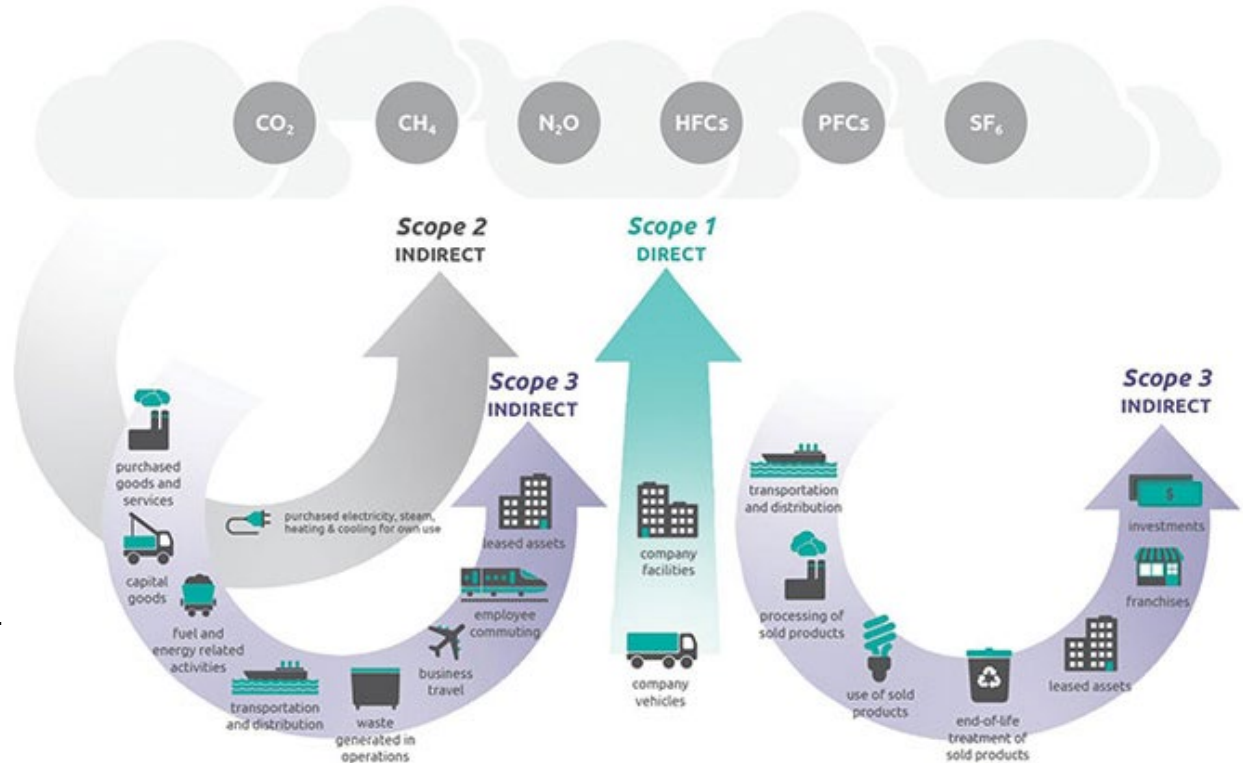


# Reducing Our Carbon Footprint

The first step in reducing LSA's corporate carbon footprint is to determine the current baseline conditions contributing to GHG emissions. Baseline conditions include:

- Energy and water use in LSA's offices;
- Wastewater and solid waste generated by company activities; and
- On-road mobile emissions resulting from corporate activities.

Once the baseline conditions are determined, the most efficient strategies for reducing LSA's carbon footprint can be evaluated.



# Reducing Our Carbon Footprint



Total 2018 GHG Emissions  
**989.37 MT CO<sub>2</sub>e**  
4.73 MT CO<sub>2</sub>e per employee  
Highest sector:  
Employee Commute  
70%  
725.87 MT CO<sub>2</sub>e

