



Sustainability Team Policy

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Reviewed by: Sustainability Team Chair

Approved by: Managing Director

Our staff members are on the front-line of AET's drive towards maintaining sustainable operations. We want to utilize staff expertise and engage them in the process of making AET a proactive economically, socially and environmentally sustainable organization. The Sustainability Team will give our staff a voice in the policies, procedures and programs that guide the direction of our organization.

Sustainability Team Composition

The sustainability team shall consist of the lesser of 20% of staff or 10 team members. At least one of the team members must be a management representative.

Sustainability Team Chair and Co-Chair

The sustainability team shall elect a chair and co-chair. They will draft the agenda for each team meeting and facilitate the discussion during the meeting. In the absence of the chair, the elected co-chair shall assume the responsibilities of the chair during the meeting.

The chair and co-chair are limited to the extent of their term on the committee. One month before the Chair and/or Cochair term has finished, the Sustainability Team shall elect a new chair and/or co-chair by:

- Nominating team member(s) for the role of chair and/or co-chair, or if there are no nominations then team members may express their interest in the role.
- If there is more than one candidate, then team members will vote by a secret ballot on their preferred nominee. The nominee with the most votes will win the vacant role.
- If there is only one nominee for the identified role, then the nominated member claims the vacant role.

Over the last month of the chair/co-chair's tenure, the chair shall work to prepare the new chair for her or his term.

Sustainability Team Members

Applications may be submitted for membership to the sustainability team may be submitted at any time during their employment. Once staff members have completed their three-month probationary period they may be elected to the team.

Sustainability team members are selected by canvassing staff for expression of interest in becoming involved in the sustainability team. Canvassing will be conducted by a companywide e-mail, posting on bulletin boards at our offices, or through social media identifying:

- Information required in their expression of interest
- Requirements for the role
- Submission deadline

Applications will be submitted on a form approved by the Sustainability Team. However, staff members may express their interest by applying at any time. At the next Sustainability Team Meeting, the Team will discuss membership and how to best accommodate these applications.

Whenever, members leave the Sustainability Team they should inform the Team of the status of assigned tasks and responsibilities so the Team can reassign these tasks or responsibilities.

Team members must meet the following responsibilities, to the best of their ability:

- Attend monthly Sustainability Team meetings or, if unable to attend, provide task status updates



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after reviewing the minutes from each month's Team meeting.

- Attend events planned by Sustainable Waterloo Region
- Participate in two action items identified during the team meetings

Team members' participation on the Sustainability Team will be reviewed yearly with the Team Chair, Co-Chair and management representative.

Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	2016-05-20
01	Updated wording around team member commitments and composition.	2019-04-19
02	Updated to new format	2021-07-16
03	Yearly Review	2023-03-10
04	Yearly Review	2024-03-19