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www.sublatus.ca

SUBLATUS ENVIRONMENTAL

100% ASSET RETIREMENT OBLIGATION



DECONSTRUCT, REMEDIATE,
RECLAIM & RESTORE

SUBLATUS is a leading fully-integrated environmental services contracting company. We specialize in all facets of onsite closures.

CONTACT

780-948-9489

info@sublatus.ca



SUBLATUS

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SUBLATUS Environmental

Company Overview

Since 2007, SUBLATUS Environmental has been committed to providing specialized end-of-life services that focuses on the Asset Retirement Obligation (ARO) process. Our track record of success is built upon our full-service approach, technical expertise, and specialized equipment to safely manage and execute client projects in a timely and cost-effective manner.

As an onsite environmental services company, our mission is to advance our industry and community by pioneering innovative techniques to restore the earth.

Core Competencies

SUBLATUS' core business specializes in all facets of onsite closures. This includes facility decommissioning and demolition, site remediation and reclamation, final site restoration, and environmental construction. SUBLATUS provides the best options with the best value for our clients:

1. Decommissioning & Demolition Services

- Oil & Gas Facility Decommissioning/Demolition
- Industrial & Commercial Facility Demolition
- Mine Site Facility Demolition
- Above Ground/Underground Tanks Decommissioning/Demolition
- Scrap Processing & Recycling
- Hazardous Material Identification and Removal
- Concrete/Asphalt Break-out, Crushing and Recycling
- Hazardous Material Abatement
- NORMs Removal/Disposal
- Waste/Materials Management
- Pipeline Suspension, Abandonment and Removal
- Asset Recovery (maximize asset values and returns through re-sale, re-use or recycling practices)

SUBLATUS also provides Decommissioning and Demolition Site Specific Liability Assessment (SSLA) estimates to Oil and Gas Producers for ongoing regulatory liability reporting requirements.

2. Environmental Remediation

- Excavation, segregation and handling of contaminated soil
- Offsite transportation and disposal of contaminated soil
- Bioremediation/treatment of contaminated soil
- Groundwater control and treatment
- Soil/sludge stabilization and solidification
- Soil/gravel screening and material segregation
- Above/Underground storage tank removal and remediation
- Interior building remediation
- Soil and groundwater remediation technologies
- Ex-situ chemical oxidation remediation of contaminated soil
- Waste/Materials management

3. Restoration & Reclamation

- Wellsite and Lease Road Reclamation
- Spill Site Reclamation
- Industrial/Commercial Site Reclamation
- Mine Site Reclamation
- Pipeline Right-of-Way Reclamation
- Reclamation of Riparian Areas
- Slope Stabilization
- Site Contouring/Re-contouring
- Soil Stripping
- Spreading and Replacement of surface soils
- Removal of culverts
- Installation or removal of fencing and/or cattle guards
- Topsoil conditioning and Seedbed preparation
- Seeding
- Erosion Control
- Slope Stabilization
- Vegetation Control and Management
- Topsoil Screening
- Shoreline/Wetland Restoration

4. Environmental Construction

- Engineered and designed treatment facilities/Bioremediation cells
- Erosion control systems/Slope stabilization
- Landfills

- Impermeable structures
- Barrier systems
- Drainage system construction
- Wetland rehabilitation/restoration
- Shoreline rehabilitation/restoration
- Brownfield redevelopment

How We Do It

SUBLATUS is a company with large scale project experience. We operate with minimal internal organizational layers, which allows our Operations Team to react quickly to client's needs and deliver viable solutions. This approach and structure provide a more accommodating experience for our clients without incurring unnecessary overhead costs and operational roadblocks.

We believe in teamwork, both within our company and with our clients. Our mission is to be as transparent as possible and to treat our clients with the utmost respect, avoiding unexpected issues at project completion. Our inherent growth is dependent on your project satisfaction.

What differentiates our service offering from our competitors is the strength of our people. We pride ourselves in our diversified experience, detail to safety, technical skill, integrity, and individual customer relations, which elevates SUBLATUS to be an industry leader. Our high caliber team is developed from a variety of backgrounds, which allows SUBLATUS to clearly understand our client's goals to offer "Best Value" project specific solutions needed to meet their budget and objectives.

At SUBLATUS, safety is more than a priority, it is our culture and the core of our value system. We believe that safety and environmental responsibility is paramount, with our safety and environmental track record proving this. All our employees are immersed in our Behavior Based Safety program and are encouraged to take ownership in corporate safety. Each employee is also trained and certified in courses relevant to our service offering and our clients' requirements.

In our line of work, the key to successfully completing projects and offering best value to our clients at a reasonable price is based on:

- Strong Safety Culture
- Skilled Workforce
- Corporate Integrity
- Effective Communication
- Logistical Management
- Utilization of Technology

Project Objectives

SUBLATUS is committed to providing the highest of standards to our clients and we consider the following factors when estimating, planning, executing, and monitoring our projects.

Safety

As safety is paramount to a successful project, SUBLATUS will strive to complete this project with a perfect safety record. This means providing a service without incident or injury, keeping our workers safe and our safety record intact. Factors SUBLATUS considers on each project include:

Compliance with Client Requirements: SUBLATUS employees will be onboarded to our client's Safety Program, which will be considered the Safety standard for this project, supported by our own program.

Compliance with SUBLATUS' Health and Safety Program: Full compliance with all applicable safety policies and procedures is mandatory at SUBLATUS. Our extensive Safety Program has been developed by industry pioneers, so it is of the highest standard.

Subcontractor Management: Any subcontractors we use are considered an extension of SUBLATUS, therefore, we have an extensive screening process to assess preferred partners. These partners are required to meet or exceed SUBLATUS safety standards.

Safety Culture: Promoting a safety culture starts at the head of the organization. At SUBLATUS, our leadership Team champions our safety program demonstrating to all employees the importance of the culture. Currently, our TRIR is at 0, which can be attributed to the safety culture at SUBLATUS.

Quality

We at SUBLATUS pride ourselves on the quality of service we provide. Our Team has a wealth of experience that we have drawn from to improve efficiencies and elevate the quality service we deliver on our projects. Each project Team sees the job out from inception to closeout, ensuring the highest level of satisfaction for our valued clients. Ways we measure quality at SUBLATUS are:

Quality Assurance Standards: Verification and validation of all subcontractor's work is completed, either through scale tickets or time authentication, quality auditing and compliance reviews.

Quality Control Measurements: Further to assurance standards, SUBLATUS provides proof of control over our processes through waste management and project management plans, which are audited on each project.

Cost

Through the improvement of processes and work methods, SUBLATUS has gained invaluable knowledge on the cost of our Work, allowing us to provide the best value to you.

Cost Transparency: Maintain a level of trust with our clients, SUBLATUS aims to be as transparent as possible when applying costs to our projects. We can offer any type of cost structure that aligns with our client's needs.

Management of Change: The importance of managing change is significant in our client relationships. Each member of the Project Team is informed prior to mobilization about scope, contract and requirements that may affect change. We see the value in communicating and collaborating with our clients, as it builds a stronger relationship.

Schedule

SUBLATUS puts emphasis on maintaining a pre-planned schedule, as this affects not only our clients' operations, but our costs and resourcing. It is also imperative that any changes to schedule are communicated to stakeholders in a timely manner.

Weather Delays: SUBLATUS has experience in working in all types of environments, so we have an in-depth understanding of atypical weather patterns. We manage our Work accordingly to maximize production and stick to schedule.

Allowing Adequate Time for Review and Approval: Each project has its own unique set of requirements for document submittal timelines. SUBLATUS understands the need to incorporate this into the project schedule to ensure seamless mobilization.

Environmental Compliance

Our entire Team has an extensive understanding of the environment we work in and the unique challenges it poses. Through years of experience with regulatory bodies, SUBLATUS maintains strict compliance to legislation and regulation, with our HSE group providing the resources and tools to achieve this.

Maintenance of Equipment: Proactive planning and maintenance prevents environmental impacts before they occur. Our equipment is maintained to the highest standard such that spills of any size are preventable.

Hazardous Materials Management: Hazardous materials associated with remedial activities are closely managed to ensure accurate handling, packaging, transport, and disposal, keeping the environment safe.

Resources

Projects vary in size and complexity, requiring a range of skillsets and equipment. At the time of estimating, specific personnel and equipment are considered when applying production rates and these resources are assigned to the Project beforehand.

Personnel Experience: Our Team is comprised of some of the most knowledgeable supervisors, operators, and management in the industry. We have a vast collection of experience in our arsenal that we apply to all our projects.

Equipment: At SUBLATUS, we leverage our vendor relationships to have access to equipment that is of the highest quality and cutting edge, at discounted rates.

Technical Ability

Our Team at SUBLATUS is regarded as having outstanding technical abilities in the execution of our Work. Through the years, our people have been instrumental in developing remediation and demolition methods that are now considered as standard with many of our clients.

Collaboration: Any technical components of our projects will be addressed through active involvement from Team members throughout the company well in advance of the Project commencement. Engineering principles and site level experience sometimes don't align, so it's important that different ideas are weighed.

Planning: Plain and simple – plan the work and work the plan. This is a fundamental principle in the environmental industry and SUBLATUS prides itself in perfectly executing projects that are well thought out.

Contact

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DECOMMISSIONING & DEMOLITION SERVICES

SUBLATUS provides the technical expertise and specialized equipment essential to safely manage and execute any size of industrial asset retirement project.

SUBLATUS' highly skilled team has the expertise to provide safe and cost-effective solutions, ensuring our clients projects meet all industry regulatory requirements. Our diverse experience allows us to offer a fully integrated approach for the retirement of assets. We provide Decommissioning & Demolition solutions for:



- Oil & Gas Facility Decommissioning/Demolition
- Industrial & Commercial Facility Demolition
- Mine Site Facility Demolition
- Above Ground/Underground Tanks Decommissioning/Demolition
- Scrap Processing & Recycling
- Hazardous Material Identification and Removal
- Concrete/Asphalt Break-out, Crushing and Recycling
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ENVIRONMENTAL REMEDiation

SUBLATUS is a pragmatic company with a focus on collaborating with our clients to safely and efficiently execute the most challenging soil and groundwater remediation projects.

We support our clients' remediation needs by offering a range of onsite heavy equipment contractor services including:

- Excavation, segregation and handling of contaminated soil
- Offsite transportation and disposal of contaminated soil
- Bioremediation/Treatment of contaminated soil
- Groundwater control and treatment
- Soil/Sludge stabilization and solidification
- Soil/Gravel screening and material segregation
- Above/Underground storage tank removal and remediation
- Interior building remediation
- Soil and groundwater remediation technologies
- Ex-situ chemical oxidation remediation of contaminated soil
- Waste/Materials management



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RESTORATION & RECLAMATION

SUBLATUS appreciates the expertise and process required to restore land back to its equivalent surrounding capability or background conditions.

We provide highly qualified personnel and specialized reclamation equipment needed to support the management and execution of reclamation projects for a range of terrain and end land-uses, including agriculture, natural grasslands, forestry, traditional and recreational uses. SUBLATUS offers a diversity of reclamation services in both the public and private sector clients including:



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- Wellsite and Lease Road Reclamation
- Spill Site Reclamation
- Industrial/Commercial Site Reclamation
- Mine Site Reclamation
- Pipeline Right-of-Way Reclamation
- Reclamation of Riparian Areas
- Slope Stabilization
- Site Contouring/Re-contouring
- Soil Stripping
- Spreading and Replacement of surface soils
- Removal of culverts
- Installation or removal of fencing and/or cattle guards
- Topsoil conditioning and Seedbed preparation
- Seeding
- Erosion Control
- Slope Stabilization
- Vegetation Control and Management
- Topsoil Screening

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ENVIRONMENTAL CONSTRUCTION

SUBLATUS has the combined experience, specialized equipment and management expertise required for meeting the needs of our clients' most challenging projects safely and efficiently.

We help our clients in the construction of:

- Engineered and designed treatment facilities/Bioremediation cells
- Erosion control systems/Slope stabilization
- Landfills
- Impermeable structures
- Barrier systems
- Drainage system construction
- Wetland rehabilitation/restoration
- Shoreline rehabilitation/restoration
- Brownfield redevelopment



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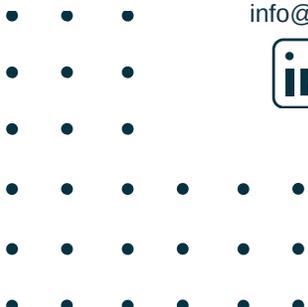
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Past Projects

SUBLATUS

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LANDFILL REMEDIATION – LOUIS BULL TRIBE



OVERVIEW

In collaboration with SOLSTICE Environmental and Louis Bull Tribe, SUBLATUS was chosen to perform remediation and reclamation activities associated with a historic (inactive) landfill located on Louis Bull Tribe First Nations land in central Alberta.

The project scope of this project included: Development of plans (consulting with Louis Bull Tribe Elders, as necessary); Dewatering of Wetland before remediation activities; Excavation, Transportation and offsite disposal of waste material to a regulated landfill facility; Backfilling; Recontouring; and Reclamation and Restoration of the site.

LEARNINGS

SUBLATUS' involvement in this project was a profound learning experience for our team. We cultivated true, meaningful connections with both the Louis Bull People, and the land. We commend our project team for operating with openness, honesty, and respect, always mindful of the best interests of the Louis Bull Tribe.

"Working with the Louis Bull Tribe was a pleasure. I know the ducks and geese were already enjoying the wetland on the final days of the project. I am thankful to have worked and learned from the Louis Bull Tribe and look forward to working alongside them on projects in the future."

– Rob Anderson, SUBLATUS Project Supervisor

PROJECT SPECIFICS

DETAILS

Location: Louis Bull Tribe - Central, AB

Project Value: \$2.1 Million

Timeline: January - April 2024

VOLUMES

- Excavation - 18,000m³
- Backfill - 18,000m³
- Transportation of waste material - 27,000T
- Transportation of concrete/asphalt - 928T

RESULTS & LOOKAHEAD

SUBLATUS proudly supports Indigenous Peoples, fostering relationships, and recognizing cultural diversity across territorial boundaries. Our commitment extends beyond projects, offering opportunities, training, employment, and support services to Indigenous Communities. This commitment remains steadfast in our future collaborations.



KEYERA NEVIS GAS PLANT SURFACE DECONSTRUCTION



OVERVIEW

SUBLATUS was contracted by Keyera for the deconstruction of the former Nevis Gas Plant facility located approximately 65 kms east of Red Deer, AB. The work consisted of the demolition of all above ground equipment including vessels, process equipment, buildings, structures, flare and incinerator stacks, piping and electrical and instrumentation. Equipment used included: 35T Excavators (38,000kg); 30 T Excavators (31,000kg); Skidsteer (5,400kg); Demo box trailer, and b train side dumps/highway tractor (46,500kg); Hydraulic shears (3,500kg-8,100kg); Hydraulic Magnet (3,500kg); ADZ Barriers/Signs; Two-way Radios; Torching Gear

HOW WE DID IT

- ✓ Site broken into 7 areas, demolition occurred from area to area with overlap on sequencing for efficiencies.
- ✓ All pipe racks and small equipment demolished, vessels removed and stockpiled for torching, or sheared in area.
- ✓ Building walls stripped, frames and rooves removed by column line; vessels and thick equipment torch cut for load out.
- ✓ Compressors downsized by torch cutting; excavators with shears and breaker section compressors down to the block.
- ✓ Oversized scrap shipped out; waste and steel disposed of and recycled; slabs with sumps filled to reduce uneven surfaces.

PROJECT SPECIFICS

DETAILS

Location: 16-33-038-22 W4M
Project Value: \$1.78 Million
Timeline: June – November 2023

VOLUMES

- Scrap Metals – 5,390 T
- Clean Catalyst – 72 T
- Non-ferrous Metal – 15 T
- Salt – 57 T
- Construction & Demo Debris – 350 T

CHALLENGES & RESULTS

The safest, most efficient way to fell the incinerator stack was to utilize shape charges and blast the cables of one anchor. This released the anchorage and it immediately fell safely to the ground for demolition and disposal. Overall, the project was completed without incident, on-time and underbudget.



ANTHEM PRUDENTIAL DEMOLITION

OVERVIEW

SUBLATUS was contracted by Anthem Properties for the Prudential Demolition project in Calgary, Alberta which included Building Abatement, Building Demolition and Removals, Concrete/Asphalt Removal and Select Site Remediation. SUBLATUS selected and managed a subcontractor to remove hazardous materials from the buildings on site, which included Asbestos, Mercury, Polychlorinated Biphenyls (PCB's), and ODS's.

HOW WE DID IT

- ✓ Obtained Demo Permits & Disposal Facility permits and approvals for contaminated soil and concrete.
- ✓ Selected qualified abatement contractor.
- ✓ Demolished and removed site buildings.
- ✓ Coordinated steel recycling.
- ✓ Removed / recycled / disposed former scales and scale house.
- ✓ Removed concrete / asphalt.
- ✓ Removed and disposed of contaminated concrete & rail lines.
- ✓ Excavated, loaded, hauled, and disposed of impacted soil and concrete.
- ✓ Sourced and imported clean backfill.
- ✓ Removed and disposed piles footings from former structures.
- ✓ Removed and disposed non-recyclable (waste) items from site.

PROJECT SPECIFICS

DETAILS

Location: Barlow Trail Southeast, Calgary
Project Value: \$7.5 Million
Timeline: November 2022 - September 2023

VOLUMES

- Scrap - 4,830 T
- Concrete (broken down & crushed) - 43,540 MT
- Impacted Soils - 12,200 MT
- Sump Cleanout Fluids Removal - 398 m3
- Asphalt Parking Lot (removed & disposed) - 10,350 m2

RESULTS

SUBLATUS completed this project without any safety incidents. Despite additions to project scope, SUBLATUS remained on time and on budget.

Indigenous Relations

Indigenous Relations Policy

Purpose

The purpose of this Policy is to ensure that Personnel pursue and develop long-term mutually beneficial relationship with Indigenous Groups in support of the Company's business and corporate social responsibility objectives across Canada. This Policy sets expectations for and guides Sublatus Incorporated and its subsidiaries and affiliates ("Sublatus Inc.", "Sublatus Environmental", or the "Company") to meaningful consultation, building respectful relationships, and obtaining the free, prior and informed consent of Indigenous Peoples/Groups aimed at achieving regulatory certainty and maintaining access to land, while supporting such Indigenous Group's capacity-building initiatives and participation in economic opportunities.

Scope

The commitments outlined in this Policy are shared by all Sublatus officers, employees, consultants, contractors and directors. Personnel will ensure that implementation of this Policy is consistent with Sublatus' Indigenous Engagement and Inclusion Commitment Statement

Policy

- When engaging and collaborating with Indigenous Groups, all Personnel will respect the spirit and intent of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and its guiding principles within the context of existing Canadian law and the associated commitments and roles that government have, relative to Indigenous Groups.
- All Personnel conducting business activities on behalf of Sublatus will recognize and respect that Indigenous Peoples may have a collective attachment to the land and resources associated with Sublatus business activities, and that there are often separate organizational and governance structures and political institutions from those of the jurisdictions they fall under. Personnel will ensure that they are conducting any such business activities with integrity, mutual responsibility and collaboration.
- When engaging in consultations related activities with Indigenous Groups, Personnel will engage with Indigenous Groups in a timely manner, to allow them to identify interests, understand the potential impacts of our business activities and make decisions freely and openly. Personnel must ensure meaningful and respectful Engagement and dialogue through the use of principled, transparent and adequate approach.
- Personnel who are working with Indigenous Groups are expected to take the Company's Indigenous cultural awareness training to help them work more effectively and collaboratively with indigenous groups.

Compliance

Personnel must comply with all aspects of this Policy and support others in doing so. Personnel are responsible for promptly reporting suspected or actual violation of this Policy, applicable law, or any other concern, through available channels so that it can be appropriately investigated, addressed and handled. Personnel who fail to comply, or knowingly permit Personnel under their supervision to not comply, may be subject to appropriate corrective disciplinary action in accordance with the Company's Policies and processes.

Indigenous Relations Policy

Non-Retaliation

We support and encourage Personnel to report suspected incidents of non-compliance with applicable laws, regulations, and authorizations, as well as hazards, potential hazards, incidents involving health and safety or the environment and near hits. We take every report seriously, investigate each report to identify facts, and effect improvements to our practices and procedures when warranted. All Personnel making reports in good faith will be protected. Good Faith Reporting is intended to remove protection for Personnel making intentionally false or malicious reports, or who seek to exempt their own negligence or willful misconduct by the act of making a report. We ensure immunity from disciplinary action or retaliation for Personnel for the Good Faith Reporting of such concerns. Reports can be made to management.

Definitions

Aboriginal Peoples means the First Nations, Metis, and Inuit peoples whose rights are recognized and affirmed in the Canada Constitution Act, 1982.

Engagement means the activities conducted by Sublatus to identify, understand and consider potential effects of Sublatus Business activities on Indigenous groups with the intention to substantively address them.

Indigenous Groups means any combination of Aboriginal, Indigenous Peoples, communities or organizations.

Indigenous Peoples means Aboriginal peoples of Canada.

Good Faith Reporting means an open, honest, fair and reasonable report without malice or ulterior motive.

Personnel means full-time, temporary and part-time employees and contractors.

Sublatus or the Company means Sublatus Incorporated and its subsidiaries and affiliates ("Sublatus Inc.", "Sublatus Environmental").



David Beatty,
CEO, Co-Founder
Sublatus Inc.



Sheldon Stewart
CCO, Co-Founder
Sublatus Inc.

Indigenous Engagement and Inclusion Commitment Statement

Indigenous Engagement and Inclusion

Sublatus Incorporated is committed to working in collaboration with Indigenous Peoples to develop lasting relationships that are built on the foundation of trust, respect and open communication. The following principles are intended to help guide us to meaningful engagement with Indigenous communities, people and businesses in a manner that respects the history, culture, land and environment. By working together and ensuring open communication with Indigenous groups, we strive to earn their respect and trust to establish and grow positive long-term relationships.

Our Guiding Principles

- **Recognition** - Recognizing the unique connection Indigenous Peoples have with the land and their community governance,
- **Respect** - Ensuring meaningful and respectful engagement with Indigenous groups, as early as possible, using a principled approach.
- **Research** - Achieving regulatory certainty using a pragmatic approach in the jurisdiction where we are operating; and
- **Collaboration** - Building innovative project strategies, reflecting engagement and regulatory outcomes that are defensible, commercially reasonable and community led.

Our Focus

Valuing Indigenous Worldviews

Valuing Indigenous worldviews begins with developing and understanding of rich culture and history of Indigenous Peoples through training and experiential learning opportunities, but it is deeper than that. It is also about listening to Indigenous perspective and reflecting Indigenous knowledge in what we do, where appropriate.

Sublatus offers Indigenous awareness training to all employees. We also honour Indigenous culture and history through celebrations, participation in special ceremonies and by offering immersive learning experiences in the community and on the land.

Indigenous Peoples have a deep spiritual and cultural connection with the Earth and hold the worldview that everything from the sea to the sky is connected. It is through this worldview that we are learning and reflecting on ways to integrate Indigenous knowledge into aspects of our work. Whether through consultation, collaboration on environmental matters. We value Indigenous Peoples' deep knowledge and perspectives that encourage us to approach our work in new ways and are committed to meaningful engagement with both Indigenous Elders and community members.

Partnering with Indigenous Businesses and Communities

Partnerships start with honest and respectful relationship-building to get to know one another and understand common interests and mutual benefit. We recognize communities have different priorities and we will take the time to listen and understand what they are.

We are committed to working with local Indigenous businesses to provide talent and services that supports Indigenous businesses to invest revenues back into their communities.

Indigenous Engagement and Inclusion Commitment Statement

We are committed to developing long-term relationships that start well before, and extend beyond, any project or opportunity. We will work in a spirit of partnership that is built on trust, respect, and open dialogue in everything that we do. We recognize that great benefits can be achieved when our sights are set for a shared long-term vision.

Strengthening Indigenous Workforce and Inclusion

We are focused on contributing to improving the participation of Indigenous Peoples in Canada's workforce by strategically partnering in the development, attraction, employment, inclusion, and retention of Indigenous Peoples within our company.

This means creating an inclusive and equitable workplace where Indigenous employees feel valued and respected, while also contributing to the future Indigenous workforce through partnerships, programs, and community engagements. This helps us to attract and retain Indigenous employees who want to build meaningful careers and brings different perspectives to our work and new ways of thinking.



David Beatty,
CEO, Co-Founder
Sublatus Inc.



Sheldon Stewart
CCO, Co-Founder
Sublatus Inc.

Diversity, Equality, and Inclusion Policy

Purpose

Sublatus Incorporated and its subsidiaries and affiliates (“Sublatus Inc.,” “Sublatus Environmental”, or the “Company”) is committed to a diverse workforce that reflects the qualities and differences of the broader communities in which we live and conduct business. Sublatus is equally committed to an inclusive workplace that welcomes, respects and values the diversity of employees and supports them to actively engage in the workplace and achieve their full potential.

Scope

This program applies to both hourly and salary employees within Sublatus.

Acronyms, Terms, and Definitions

Diversity – Diversity includes anything that makes us unique, including visible characteristics such as gender expression or race as well as non-visible ones like diversity of thought and gender identity. Diversity encompasses all our differences that make us unique individuals.

Inclusion – Recognizing, respecting and valuing differences in those around us. It focuses on the action and understanding of what makes us diverse and working towards building a diverse team and creating a foundation of an inclusive mindset and culture.

Equality – Recognition and awareness that personal individuality, uniqueness, insights and contributions are essential and valued. It goes back to team members feeling they can bring their full selves to work. It’s not enough to simply include people to have a “seat at the table”, but its important to amplify everyone’s voices, remove barriers and appreciate each other for their unique backgrounds.

Responsibilities

Employees

- All employees of Sublatus have a responsibility to treat others with dignity and respect at all times,
- All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events – create and contribute to a psychologically-safe workplace; and
- All employees are asked to engage their coworkers when appropriate to inform decisions and solve problems, building stronger and more informed solutions.

Managers

- Understand the Diversity, Inclusion and Equality Policy and embody the principles in their day-to-day interactions with their teams,
- Hire, mentor and develop new employees and ensuring the worksite/workspace you manage is respectful and psychologically safe,
- Address any concerns raised from employees who believe they have been subject to any kind of discrimination immediately by engaging with HR department to address and/or investigate the matter; and

Diversity, Equality, and Inclusion Policy

- Understand that inclusion involves efforts and behaviors that can be fostered by the organization or by the people in it. Equality, however, is something that employees themselves feel results from your inclusion efforts.

Policy

Sublatus is committed to continually create and maintain a culture of inclusion by ensuring our policies, practices and processes are inclusive, unbiased and create opportunities for everyone. This is an important part of our organizational culture, strategy and business operations and it supports our commitment to our mission.

Below are some of the ways we advance the conversation and demonstrate our commitment to diversity, inclusion and equality:

Expected Behaviors and Employee Code of Conduct

Sublatus values a workplace culture that is respectful of inclusion and diversity. There is zero tolerance for bullying, discriminating, harassing, victimizing or vilifying behaviours. This is achieved through continuously educating our employees and contractors on the standards Sublatus expects of its employees and holding ourselves to account to eliminate and prevent these behaviours. Sublatus expectations are outlined in the Rules of Work Policy and the Respectful Workplace Policy.

Education and Awareness

Sublatus diversity and inclusion practices and strategies are based on various educational and development approaches that provide practical and experiential learning opportunities for employees and leaders in a respectful environment. Education and awareness are an important part of shifting mindsets. Learning on unconscious bias, cultural and generational differences, human rights and other topics are to be offered to employees to create and maintain a culture of inclusion.

Human Rights, Equality and Inclusion

The principles of inclusion and human rights are discussed throughout the year, often tied to designated dates such as Orange Shirt Day, International Women's Day, and Truth and Reconciliation Day. These dates are shared with employees, along with educational resources. Diversity, Inclusion and Equality is more than just the recognition of a day; however, these allow us to push the boundaries of comfort to encourage self-reflection and courageous conversations in a respectful way.

Reducing Barriers to Participation

Sublatus practices ongoing review of policies, systems and programs using a diversity and inclusion lens and providing recommendations to:

- Ensure fair, accessible and unbiased policies, programs and practices,
- Identify and address barriers to be able to ensure we are providing accessible and inclusive services and can proactively respond to identified challenges to full participation in the workforce for all employees; and

Diversity, Equality, and Inclusion Policy

- Create systems and structures that support and promote change for those marginalized, disadvantaged, and underrepresented in the workplace.

Inclusive Hiring Practices

Sublatus is committed to attracting a diverse, engaged, and talented workforce through hiring strategies that are competitive, inclusive, and provide opportunities for participation. Sublatus will ensure inclusive hiring strategies, practices, and processes are developed, implemented and maintained and as such has implemented the following practices:

- Inclusive hiring practices – reducing barriers in hiring practices to ensure they are job-related and unbiased, including addressing conscious and unconscious bias in recruitment,
- Reasonable accommodation – provide reasonable accommodation to support the consideration and/or hiring of any applicant that meets the basic requirements of the role; and
- Meaningful work for meaningful pay – offer meaningful employment opportunities that encourage diverse participation at Sublatus. Pay will be aligned with industry standards.

Breach of Policy

All individuals covered by this policy are expected to adhere to the standards of behaviour contained herein, at all times. Any employee or contractor at Sublatus who is found to have breached this policy will be disciplined accordingly, which may lead to, and include termination of employment or engagement.



Mitch Finlay,
Director of Health and Safety
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