



# Corporate Sustainability Policy

Approved by the Board of Directors: September 14<sup>th</sup>, 2017

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## **Policy Overview**

As a Canada Port Authority, the Port of Hamilton is a critical part of Canada's national transportation system. According to the Canada Marine Act, Hamilton Port Authority (HPA) must work to facilitate Canada's economic and trade objectives; contribute to competitiveness, growth and prosperity; operate with consideration to safety, environmental protection, user and community input; and operate in a financially sustainable fashion. To realize our mission, vision and mandate, HPA commits to managing, operating and developing the port in an environmentally, socially and financially responsible manner, and in a way that respects community needs and creates customer value.

## **Purpose**

The purpose of this document is to affirm HPA's commitment to long-term corporate sustainability and to formally outline the various policies and protocols HPA has in place to support this endeavour.

## **General Principles**

HPA will ensure it has sustainable business practices in place; and that at all times emphasis is placed on the well-being of its employees, that the surrounding environment is protected and that a community focus is in place. HPA will strive to ensure sustainability is integrated throughout its business. Supported by policies, programs and procedures, HPA is guided by the following principles:

### **Environmental**

- Continually improve our environmental footprint in such areas as stormwater management, pollution prevention, dust control, enhancement of natural spaces and energy conservation;
- Ensure that our projects and those of our customers, through lease agreements, proactively incorporate a high level of environmental protection, and consider community interests;

### **Community**

- Contribute to quality of life within our community by improving and greening the port-city landscape, supporting economic prosperity and investing in community projects;

### **Financial**

- Ensure that HPA is financially sound, that we create value for our customers and users, and invest in essential port infrastructure to promote competitiveness;
- Ensure that the port is a regional economic driver;

### **General**

- Ensure that operations and activities meet or exceed all applicable laws and regulations;
- Create a safe and enriching work environment for all of our employees;
- Ensure the port is safe and secure for the protection of port employees, customers and neighbouring communities;

- Incorporate sustainability into business decisions, management practices and operations; and
- Communicate transparently with port stakeholders, including the communication of this Policy to HPA staff, customers and the community.

HPA will strive for continuous improvement in these areas, with the input of our stakeholders, and we will report on our progress.

### **Supporting HPA Policies & Procedures**

HPA has in place a number of formal policies and procedures in place to ensure long term corporate sustainability is achieved, including but not limited to the following:

- Strong Board governance practices including ongoing monitoring of financial performance, compliance and risk, approval of HPA's budgets and business plans, and ensuring business is conducted in a transparent and ethical manner.
  - Formal policies and procedures include: Vision, Mission, and Values, Code of Conduct, Purchasing, Whistleblower, Lease Approval and other related policies, development of Board Terms of Reference and annual work plans.
- Strong governance practices related to HPA employees to ensure they are engaged, empowered and operate in a safe workplace, and to ensure they consistently apply an attitude of safety when carrying out their work.
  - A full suite of formal Human Resources and Health and Safety policies are in place.
- A deep appreciation of the surrounding environment and the impact we can make today to ensure a better tomorrow.
  - Formal documents include HPA's comprehensive Environmental Policy, membership in recognized environmental associations and programs, and undertaking a periodic and transparent land use planning process.
- A commitment to support the local community and to give back through initiatives including cash donations, time and in-kind support and sponsorships, providing educational opportunities and being a good neighbour.
  - Formal documents include HPA's Donation Policy.

### **Monitoring and Reporting**

HPA will develop key performance indicators, using recognized standards such as the Global Reporting Initiative, which will be incorporated into HPA's annual budget and business plans, as approved by its Board of Directors. In addition, the CEO shall report to the Board of Directors on the status of corporate sustainability at least annually. A publicly-available Corporate Sustainability Report will be produced annually.

### **Policy Review**

This Policy will be reviewed by the Governance Committee on an annual basis. If any amendments are necessary, these amendments may be made only after approval by the Board of Directors.