



CARIBBEAN CIVIL GROUP
SOCIAL /ENVIRONMENTAL AND SUSTAINABILITY PRACTICES 2017



SOCIAL/ENVIRONMENTAL SUSTAINABILITY PRACTICES

Prepared By:



CARIBBEAN CIVIL GROUP LIMITED
Professional Consulting Engineers
ISO 9001:2015 Certified Company

Rev-00

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Signatures				

This document was created to describe Caribbean Civil Group Ltd.'s (CCG) Social, Environmental and Sustainability Practices Procedure in accordance with the company's policies and standards. This QSP document should not be used for any other purpose other than which it was intended.

TABLE OF CONTENTS

- INTRODUCTION TO CARIBBEAN CIVIL GROUP 1
- PURPOSE 2
- SUSTAINABILITY STRATEGY..... 2
- 1. KEY PERFORMANCE INDICATORS 3
- 2. THE CCG TEAM 6
- 3. CORPORATE PHILANTHROPY 6
- 4. SUB-CONSULTANT EVALUATION 7
- 5. GOING FORWARD 8



INTRODUCTION TO CARIBBEAN CIVIL GROUP

CCG presents a team comprising of extremely qualified and responsive specialized consultants with substantive expertise in civil works design, transportation and highway engineering design, bridge and structural engineering, water and sanitary sewer, hydrology/hydraulics engineering, environmental, social analysis and construction supervision/contract administration expressing our interest to deliver the services required for the feasibility study for the civil works design and construction supervision works.

Caribbean Civil Group Organization

CCG is a leading and award winning specialized consulting firm founded in 2001 with headquarters in New Providence, Bahamas. CCG is an ISO:9001 2015, B Corporation Certified Company and an affiliate member of FIDIC. Our specialized services include; preliminary and detailed engineering design of civil infrastructural works; roadway feasibility studies; tender documents preparation; contract administration; construction supervision/employer's representation services; construction adjudication and arbitration services.

Over the years, CCG has provided similar services throughout the region in countries such as [Antigua and Barbuda](#), [Bahamas](#), [Belize](#), [British Virgin Islands](#), [Grenada](#), [St. Vincent and the Grenadines](#) and [Turks and Caicos Islands](#) and has established a reputation in the region as a firm with quality expertise and responsiveness to the needs of our Clients ensuring projects are value engineered, delivered on schedule and within established budgets. The consulting team at CCG has published and presented papers in the area of civil, transportation and traffic engineering in countries such as The Bahamas, United States of America, Jamaica and Trinidad and Tobago. At CCG our team has core experience in design-build and design-bid-build capital infrastructural works such as highway, roadway engineering, water, sewer and related services.

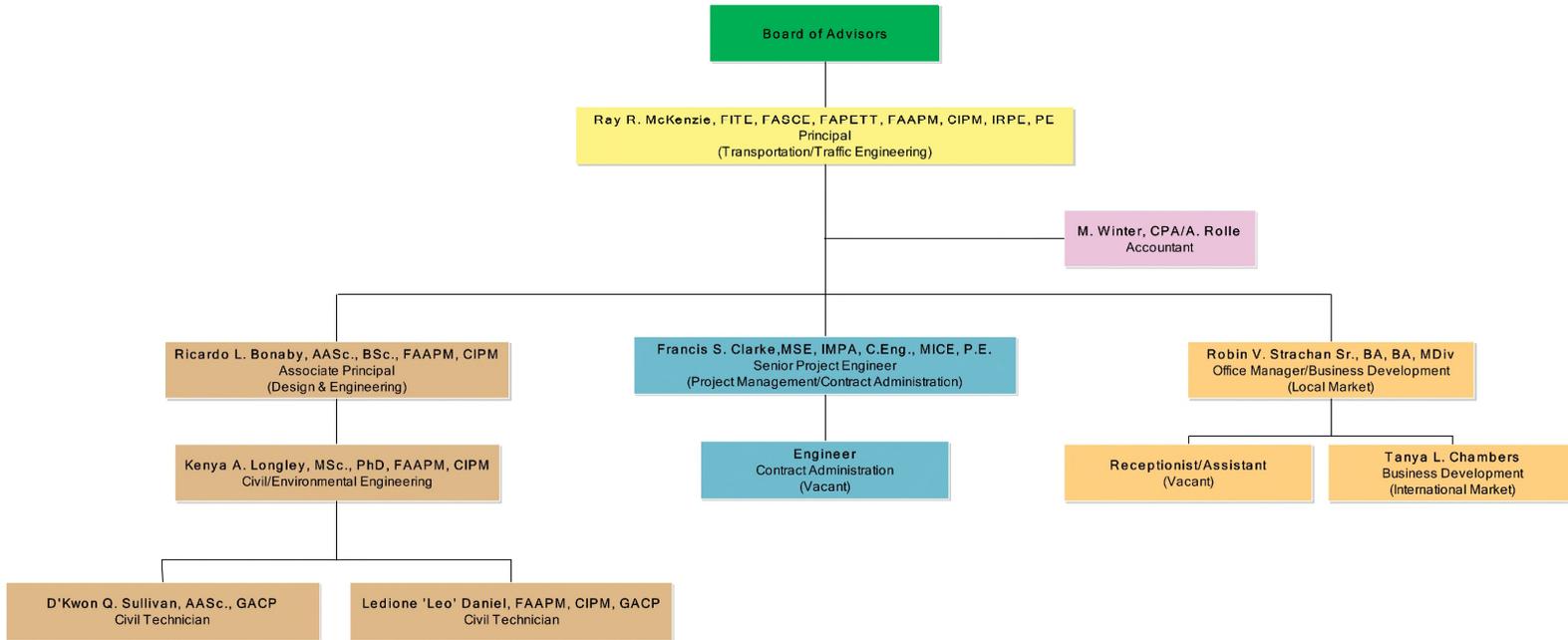
The daily operations of CCG's team are managed by the team leader and Principal Ray McKenzie, CPM, CIPM, P.E. CCG's Organizational Chart is shown below on Page 2.

Awards and Recognition

- Bahamas Chamber of Commerce finalist for Business of the Year Award 2009 (≤ 50 Employees)
- Bahamas Winner for Pioneers of Prosperity Caribbean Region Business Award 2009 <http://pioneersofprosperity.org>



Caribbean Civil Group Organizational Chart



PURPOSE

The purpose of our Sustainability Report is to make known to relevant stakeholders the social, environmental and sustainability practice of the firm each calendar year in a format that is both measurable and comparable.

SUSTAINABILITY STRATEGY

We seek to conduct business in a Legal, Ethical, Safe, and Socially (LESS) sustainable responsible manner always.



1. KEY PERFORMANCE INDICATORS

1.1 Social Diversity

CCG has sought to diversify its team over the years by adding a minimum of one qualified and competent female engineer to the team, and in addition, ensuring that the Board of Advisors (BOA) were completely diversified by appointing at minimum two qualified females, along with at least one qualified Caucasian male to serve on the board to impact the social diversity of our services and to impact the advice received from the BOA by the company.

Table 1 (Board of Advisors/CCG Team Diversity Composition)

Team Members	Females	Male		%		
		Black	Caucasian	Female	Black	White
CCG Board of Advisors (BOA)	2	4	1	29%	57%	14%
CCG Team	1	6	0	14%	86%	0%

1.2 Environmental

CCG has sought to minimize any adverse impact on the environment by utilizing reasonable and best practices where practicable. The Key Environmental Performance Indicators are outlined as follows:

Energy Consumption

Upon purchase of CCG's head office in 2015 (Photo below in **Figure 1**), we were advised that the monthly energy bill statements were approximately US\$4,000.00 for a building that is 3,000 square feet. To mitigate excessive use of energy, we removed the central air-conditioning system, installed ceiling solar vents, installed energy saving lamps, installed individual ductless air-conditioning units for each room so that we could manage the energy usage and monthly cost by at least 80% by cooling solely the spaces occupied at a particular point in time. This significantly reduced the energy usage, as indicated in **Figure 2** below which averages US\$700 per monthly payments.



Figure 1 (CCG Headquarters)

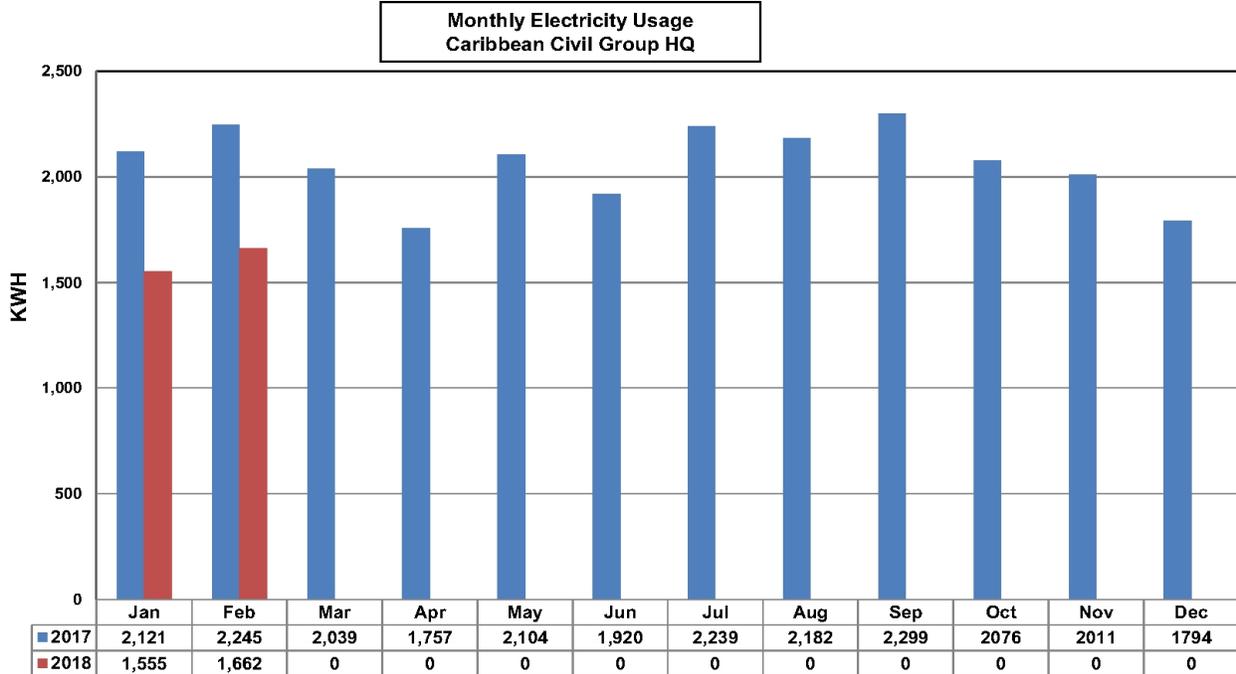


Figure 2 (CCG Monthly Power Usage @ approximately \$0.35/kwh)



Recycling

To reduce the amount of print/copy paper that is utilized, notwithstanding that there is no national recycling programme in the Bahamas, CCG has an internal policy to reuse paper for draft internal documents. While not a major recycling initiative, this effort allows a reduction in the frequency of paper procurement to a 2/3 month procurement cycle. This is in keeping with our philosophy that every little bit counts vis-à-vis being good stewards of the environment.

Water Consumption

To reduce the average consumption of potable water, the landscaping at CCG's headquarters consist of low maintenance and highly resilient plants with no grass. This has allowed a relatively modest consumption of water as indicated in **Table 2** below.

Table 2 (Board of Advisors/CCG Team Diversity Composition)

Year	Average Total Gallons Consumed	Percentage Reduction/Increase
2017	13,000	0
2018 (To Date)	13,000	TBD

Hazardous Materials On-site Management

CCG handles no hazardous materials on site, however, our quality systems procedure (QSP) is as follows:

- Hazardous waste shall be collected and transported by a licensed Hazardous Waste Handler.
- Hazardous wastes to be kept confined until properly disposed of.
- All efforts shall be made to employ recycling strategies where practical.

2. THE CCG TEAM

The CCG Team continues to experience a very low turn-over at two (2) employees resigning over our 17 plus years of existence to pursue other opportunities. The Principal appraises the team annually conversely the team appraises the Principal, feedback from the particular question from the team interview of the Principal that addresses employee satisfaction is outlined in **Table 3** below. The scale for the appraisal is as follows:

[] 1. Marginal [] 2. Average [] 3. Good [] 4. Very good [] 5. Outstanding

Table 3 (Employee Appraisal of Principal/Company)

Team Appraisal Question		2015	2017
1	How well do I communicate to you what I expect from you?	4	4
2	Am I too involved in your work, or not involved enough?	4	4
3	Do you feel comfortable asking me questions and discussing work-related concerns?	5	3
4	Do I listen to new ideas?	4	4
5	Do I treat everyone fairly?	5	4
6	Do I understand our industry and how our company fits into it?	5	4
7	Am I responsive enough to your or company's needs?	5	5

3. CORPORATE PHILANTHROPY

CCG has continued its commitment to be good corporate citizens making timely and sustained monetary donations to credible charitable organizations that are committed to assisting the poor, disadvantaged and indigent in the community. Additionally, via our volunteer program team members give of their time by assisting students at the Ranfurly Home for Children in the Bahamas as well as the Great Commission Ministries International. The mission of the Ranfurly Home is as follows: ***“The Ranfurly Homes for Children exist to provide comprehensive child care services for displaced children due to death, separation, abuse, abandonment, illness or other unfortunate circumstances.”*** The mission of the Great Commission Ministries is as follows: ***“Great Commission Ministries International is a global, non-profit,***



non-governmental organization, whose mission is to bring reconciliation, restoration and hope for persons affected by poverty, crime, drug abuse, and broken relationships.” CCG’s monetary donations to charitable organizations and otherwise is indicated in **Figure 3** below.

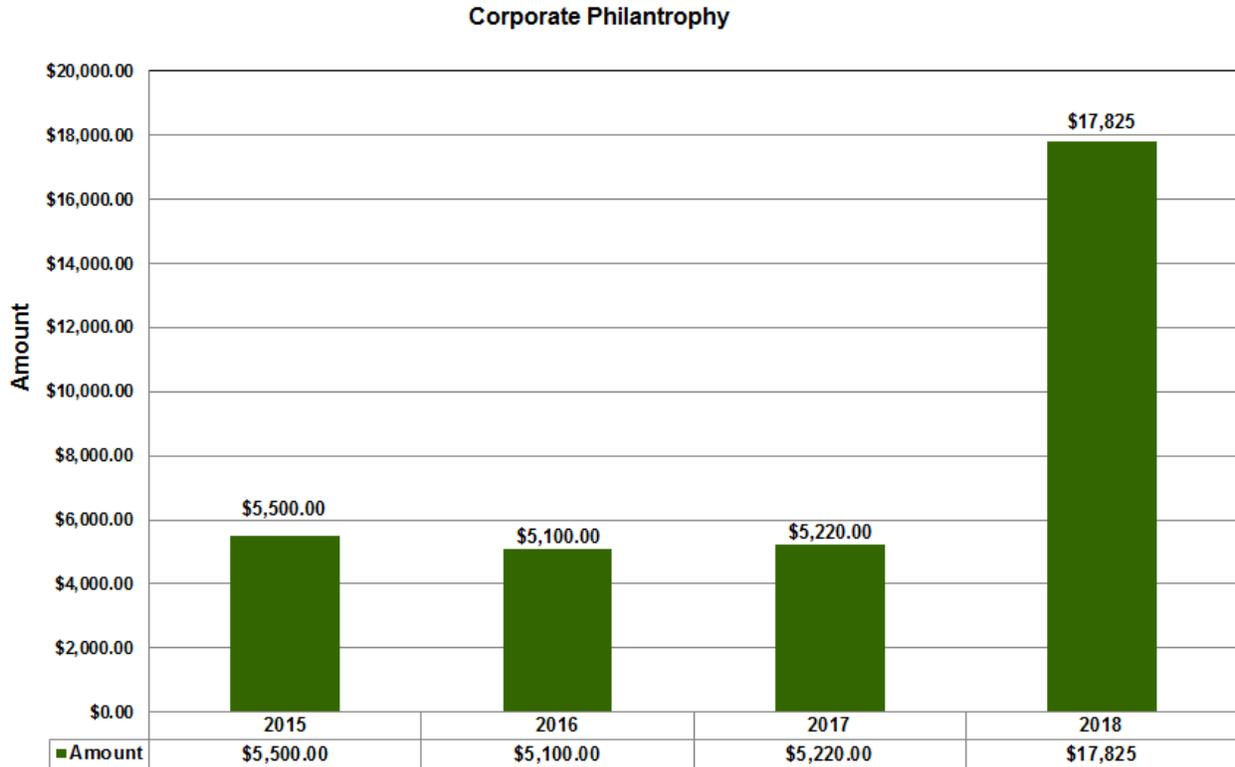


Figure 3 (CCG Corporate Philanthropic Donations)

4. SUB-CONSULTANT EVALUATION

Depending on the magnitude and scope of works of a project, CCG may supplement its services by retaining sub-consultants from our pre-qualified listing. Accordingly, we rely on those competent independent sub-consultants contracted over a specific duration. After the works have been performed by the pre-qualified Sub-consultant, CCG evaluates the Sub-consultant. The results of the past and recent evaluations are indicated in **Figure 3** below.

A minimum score of 18 is required for CCG to continue to conduct business with that particular sub-consultant unless and until the non-conformance and corrective/preventive action generated as a result of the nonconforming score is completed by sub-consultant that would address the defective services going forward.

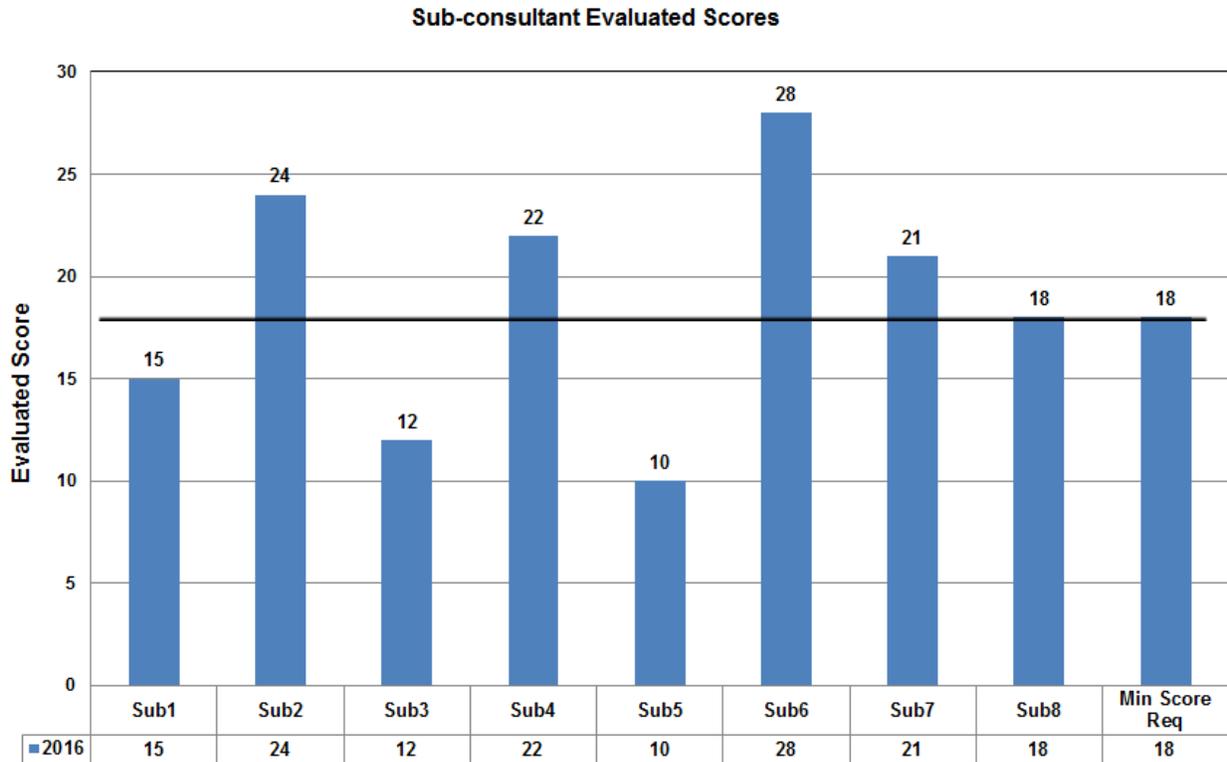


Figure 4 (Sub-consultants Evaluated Scores)

5. GOING FORWARD

CCG will continue to improve and streamline its business affairs using best corporate social and environmental practices applying measurable KPI's as a means to compare with prior performances or with other similar firms in the industry as a benchmark for sustainability decision making.

OUR SERVICES

Project Coordination

Transportation Engineering

Traffic Engineering

Civil Engineering

Drainage Engineering

Environmental Engineering

Topographical & Site Surveying

Construction Supervision & Contract Administration



CARIBBEAN CIVIL GROUP LIMITED

Professional Consulting Engineers

ISO 9001:2008 Certified Company

