



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

POLICY

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| POLICY | Employee Total Rewards Policy |
| NUMBER OF POLICY | CO-25-83 |
| DATE OF POLICY | July 1, 2026 |
| APPROVED BY | The Board |

1.0 POLICY STATEMENT

- 1.1 The Employee Total Rewards Policy (the “Policy”), affirms our commitment to offering a fair, competitive, and comprehensive total rewards package that supports the attraction, retention, and engagement of talented employees. Our total rewards include all forms of compensation and benefits provided in recognition of employee contributions. We ensure that these rewards align with best practices, organizational values, and legal requirements, and are reviewed regularly to maintain relevance and equity.

2.0 APPLICATION AND SCOPE

- 2.1 Total rewards encompass all monetary and non-monetary rewards provided to employees in exchange for and in recognition of their contributions, performance, and commitment to Engineers and Geoscientists BC (the “Organization”). The Policy sets forth the Organization’s rewards philosophy and principles, and responsibilities for administering total rewards elements including salary, benefit plans and programs, perquisites, and enrichment rewards.
- 2.2 The Policy applies to all employees of the organization and does not apply to non-employees, such as independent contractors, agency temps, and consultants.

3.0 DEFINITIONS

- 3.1 **Total Rewards** – The Term “total rewards” is used to describe salary, benefit plans and programs, perquisites, and enrichment rewards that are made available to employees through employment with the Organization. Reward elements are described further in Section 5.
- 3.2 **Comprehensive Total Rewards Review (the “Comprehensive Review”)** – A systematic process conducted by a third party compensation and benefits consultant that involves collecting information on total rewards paid by other organizations for similar roles for the purpose of recommending salary band adjustments and pay positioning, as required. The information collected comes from a minimum of two sources providing a database of benchmarked positions. An additional targeted custom market survey with similar organizations will be used for all executive positions and may be used for unique or niche roles when data from the two benchmarked sources is expected to be limited or insufficient.
- 3.3 **Similar Organization** – Benchmarked data used in determining market rates for positions will be used from organizations that are deemed comparable to the Organization through market refinements including annual revenue amounts, geography (i.e. municipal, provincial, and/or national location), industry type, and the organization’s target pay positioning. The use of these refinements may vary by level and depending on how narrow or broad data results are desired.

4.0 REWARDS PHILOSOPHY AND PRINCIPLES

- 4.1 The total rewards philosophy is driven by the mission, vision, and business objectives of the Organization. Our philosophy is to attract, retain, and engage a highly competent workforce by providing a total rewards package to employees with the following principles applied:
- Reflects fair, equitable, and competitive pay and best practices in compensation management,
 - Is fiscally responsible and cost effective,
 - Is based on total rewards including applicable salary, benefit plans and programs, perquisites, and enrichment rewards that appropriately reflect the value and responsibility of the role performed day to day and influences appropriate future behaviours,
 - Is linked to a clearly defined, well-managed and understood performance management system that rewards employees for performance and contribution, not tenure in the role,
 - Allows the CEO, or their delegate, discretion to place individuals in appropriate salary bands to reflect their skills and experience and to pay for performance and contribution in their roles,

- Allows the Board discretion to place the CEO in the appropriate salary band to reflect their skills and experience and to pay for performance and contribution in their role,
- Complies with all applicable laws and regulations,
- Is communicated to employees clearly and with an appropriate degree of transparency to foster understanding, and
- Demonstrates compensation best practices in organizational governance and management.

4.2 Defined salary bands are established for each position level at the Organization. Each position level has a reference salary midpoint (generally representing full competency in the role) that corresponds to the 50th percentile relative to the salary compensation paid for a comparable employee position and performance in a similar organization. The salary band for each position level is established around the respective reference salary midpoint, allowing consideration of varied performance from entry level to the highest level of performance. The salary band serves as a guide to the CEO in establishing individual salaries.

4.3 Defined benefit offerings including all benefit plans and programs, perquisites, and enrichment rewards provided to employees with the total benefit offering of up to the 75th percentile in target positioning for a comparable employee position in a similar organization.

5.0 REWARD ELEMENTS

5.1 A combination of monetary and non-monetary rewards is provided to employees as the organization's total rewards offering. Reward elements that may be included in the Organization's total reward offering are salary, benefit plans and programs, perquisites, and enrichment rewards, as detailed below.

5.1.1 Salary

- Salary and Wages: Fixed annual salary and/or hourly earnings based on role, experience, skills, and market rate.
- Overtime Pay: Wages paid for hours worked beyond standard schedules, for eligible roles.

5.1.2 Benefit Plans and Programs

- Group Health Coverage: Group health benefits plans including extended health, dental, paramedical, telehealth services, and vision coverage
- Group Health Insurance: Long-term disability, Life Insurance, and Accidental Death and Dismemberment Insurance
- Health Spending Account, for eligible roles.
- Retirement Benefit: Group retirement plans with RRSP matching

- Mental Health and Wellbeing: Employee and Family Assistance Program offering confidential counseling and support for personal and professional challenges
- Paid Time Off: Vacation days, sick days, statutory holidays, bereavement leave, and jury duty leave
- Family Supports: Family responsibility days, and Parental and Pregnancy Leave Top-up Program
- Flexible Work Arrangements: Flex Day Program (compressed work weeks) and Remote Work Program (hybrid work schedules) for eligible roles
- Service Recognition: Service Recognition Program to honor tenure milestones
- Car allowance, for eligible roles
- Commute Support: Transit Subsidy Program and Parking Subsidy Programs to support employee commutes

5.1.3 Perquisites (Perks)

- Mobile devices, provided based on role and business need
- Home office furniture and equipment, provided based on role and business need
- Ergonomic assessments and ergonomic furniture and accessories in-office and at-home provided as required.
- Social programming including employee team building and appreciation events, and the organization's Appreciation, Connection, and Engagement Program (ACE) events.
- Recognition Program, allowing for small offerings of thanks and appreciation from employee to employee.

5.1.4 Enrichment Rewards*

**The Organization expects to mature in the next 1-3 years in its Enrichment Reward offering. Some items listed may be future planned offerings.*

- Professional Development Plans to clarify the pathway for professional development
- Leadership coaching and development for eligible roles.
- Education sessions, seminars, and workshops, as offered via the Learning Calendar.
- Tuition reimbursement for education directly related to the role performed by an employee, provided based on role and business need.
- Role laddering for specific roles to allow for clear role progression over time.
- Succession planning to support career advancement and leadership readiness

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Policy will be reviewed by the Human Resources Oversight Subcommittee (the “HRO Subcommittee”) with input from the CEO. The Policy review will occur triennially, as a minimum, and prior to the commencement of the Comprehensive Review. Review of all policy elements will be included in the Policy review to ensure it continues to appropriately reflect the mission, vision and business objectives of the Organization. The HRO Subcommittee will provide recommendations for any Policy revisions to the Board for consideration and approval.
- 6.2 The Board, with recommendations provided by the HRO Subcommittee, is responsible for setting and reviewing the salary of the CEO on an annual basis.
- 6.3 The CEO is responsible for setting and adjusting all employee salaries, excluding the position of CEO, in accordance with the Policy, and by exception if required by market conditions to attract and retain highly qualified employees. The HRO Subcommittee will be informed of exceptions to the Policy approved by the CEO.
- 6.4 Triennially, or more frequently if required, the CEO, with oversight from the HRO Subcommittee, will undertake to complete a Comprehensive Review of total rewards offered to employee positions for the purpose of recommending salary band adjustments as required, and to ensure total rewards are in alignment with the Employee Total Rewards Policy.
 - 6.4.1 The Subcommittee, with input from the CEO, will oversee the engagement process and approve the selection of the external compensation and benefit consultant chosen to conduct the Comprehensive Review.
 - 6.4.2 During the Comprehensive Review, the CEO will engage with the external consultant to conduct the comprehensive total rewards review for all positions excluding the role of CEO, and will provide the HRO Subcommittee with progress updates, a confidential report of recommendations and results for employee positions, and access to the external consultant to allow the HRO Subcommittee to provide oversight during the process.
 - 6.4.3 During the Comprehensive Review, the HRO Subcommittee will provide oversight of the detailed review of total rewards for executive positions reporting to the CEO.
 - 6.4.4 During the Comprehensive Review, the CEO will share organizational results and recommendations provided by the consultant for all employee positions excluding executive positions, with the Compensation and Benefits Committee for consultation.
 - 6.4.5 The HRO Subcommittee is responsible for providing oversight of the Comprehensive Review. To avoid any conflict of interest in the CEO’s efforts to complete the Comprehensive Review, the HRO Subcommittee is responsible for approving the external sources of compensation and benefit data to be used during the Comprehensive Review and the comparator organizations used in the custom surveys.

- 6.4.6 During the Comprehensive Review, the HRO Subcommittee will engage with the external consultant to conduct the comprehensive total rewards review for the position of CEO to provide recommendations to the Board for consideration and approval.
- 6.5 Annually, an external compensation consultant will be engaged to provide a report recommending minor adjustments to the salary bands to realign the bands with prevailing market conditions and cost of living adjustments. A full market survey is not conducted as part of this annual review.
 - 6.5.1 Annually, the CEO will engage an external compensation consultant to provide this report for all employee positions excluding the position of CEO. The CEO will share actions taken with the HRO Subcommittee for awareness.
 - 6.5.2 Annually, the HRO Subcommittee will engage an external compensation consultant to provide this report for the CEO position to form recommendations for Board consideration and approval.

7.0 SUPPORT

- 7.1 Enquiries regarding the Policy may be directed to hrsupport@egbc.ca.

8.0 REVISION AND APPROVAL LOG

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| Effective July 1, 2026 | CO-25-83 | Approved by the Board (<i>September 19, 2025</i>) |
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