



# A Fulfilling Place to Work

*Our purpose is investing in people to enhance communities, and  
that commitment has endured for over 100 years.*



# WORK ENVIRONMENT

TBS provides a work environment that promotes work-life balance. As a century-old, family-owned and operated firm, we put family first. We are a market-driven firm building strategic trusted relationships with our clients by market and executing projects by discipline. We are a true matrix organization, which allows associates to work in different markets and project types.

### Appreciation

*Fun and Appreciation*

- Associate Spotlights
- Holiday Celebrations
- Associate Appreciation Week
- Kaught U Doing Outstanding Stuff (KUDOS) Program

### Community

*Enhance Your Community*

- Projects that make your community a better place
- Support for your favorite charities
- Social Purpose and Responsibility Krewe (SPARK)
- Participation in local leadership groups
- Think Green Recycling Program
- Purpose Time Off
- Military Reserve Leave

### Safety

*Work in an environment where your safety is the highest priority.*

Our safety goal – **“Everybody Goes Home Safely”** – is something we live by every day.

- Safety Incentive Program

### Balance

*Maintain a healthy work-life balance.*

- Paid Time Off (PTO)
  - » 3 months to 1 year – up to 10 days
  - » 1 to 5 years – up to 17 days
  - » 6 to 10 years – up to 20 days
  - » 11 + years – up to 25 days
  - » Unlimited PTO for certain positions
  - » Work experience counts towards PTO accumulation
- Paid Holidays (10)
- Paid Parental Leave
  - » Up to 60 days for a primary caregiver
  - » Up to 10 days for a secondary caregiver
- Hybrid Work Environment
- Half-Day Fridays for Qualifying Positions
- Purpose Time Off



# LEARNING OPPORTUNITIES

### Opportunities for your career growth

**Individualized Associate Development Plan** – The ADP process provides a structured way for associates and evaluators to have a productive mentoring session about an associate’s passions, skills, career, goals, and a plan to ensure we have the right people in the right seat.

At TBS, our purpose and passion is *“investing in people to enhance communities.”* Continuous professional and personal development for all associates is an expectation, not an option. We offer internal and external training programs that include technical, motivational, organizational, leadership, and soft skills training.

### TBS University

- 40 hours of training per year
- Learning Management System (LMS)
- Regular learning assignments
- Noontime Knowledge
- External & Internal Professional Development Programs
- Education Assistance for Conferences and College Degree Programs
- Encourage and financially support professional licensure and continuing education

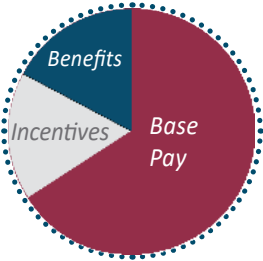


*Cultivating People*

# TOTAL COMPENSATION PHILOSOPHY

The compensation program at TBS is designed to attract, develop, engage, and retain talented associates who are the “right” fit for our culture and business strategy. We offer a complete compensation package that provides stability for our associates and their families and enhances their long term professional and personal growth.

*Compensation Mix:*



### Base Pay

The firm’s approach to base pay is to provide wages/ salaries that are competitive or above A/E industry norms. Key factors that are considered when determining base pay levels include:

- » A/E industry benchmark data on pay scale by size, geographic region, business mix, utilization, and bill rates with our goal of being within the 50th to 75th percentile range on a yearly basis
- » TBS’ overall and short-term financial position
- » Associate performance and value to the firm
- » TBS’ objectives and the level of talent currently in place and needed for success in a geographic region and/or market
- » Salary comparisons with competition

### Benefits

TBS offers a long-term approach to a competitive, comprehensive benefits package for our associates that is intended to complement the compensation program; assist associates meet their financial commitments; and help them prepare for their retirement while maintaining health and wellness for themselves and their families.

#### When it comes to health, we are all in it together.

- » Major Medical Insurance (self-funded)
- » Health Reimbursement Account (HRA)
  - Up to \$1,500 annually to cover medical expenses covered on the plan
- » Healthy Solutions Start Here Wellness Program
  - Meet health targets and get significant cost savings on your medical insurance premiums.
- » Dental Insurance
- » Vision Insurance
- » Employee Assistance Program (EAP)

#### Stability for you and your family.

- » Long Term Disability
- » Life Insurance
- » Supplemental Insurance

#### Your financial wellness.

- » Retirement
  - 401(k) benefit with firm match of 50% of your contribution, up to a maximum of your 6% contribution.
  - We use Fidelity Investments, a strong and trusted company, for our 401(k) program.
  - As a resource for you, we have financial wellness advice and tools from our financial advisor.
  - TBS Associate 1st Grant Program.

### Incentives

Our incentives are designed to drive, guide, and reward behaviors of associates that will advance our 1-Year plan, 3-Year picture, and 10-Year target.

- » Profit Sharing--Results Based Incentive(RBI)
- » Health, Safety, & Environment (HSE) Incentive
- » Associate Referral Program
- » Professional Achievement/Spot Bonus
- » Compensation for Over 40 hours billable (Salaried Exempt Associates)



# A Fulfilling Place to Work

## Core Behaviors

- Growth Oriented
- Works Hard, Smart, and SAFE
- Builds a Positive Team & Family Spirit
- Responsive
- Trustworthy
- Enthusiastic & Energetic



## The Foundation

The foundation of our success is based on a set of core behaviors we expect our associates to consistently display. Our Associates are growth oriented, trustworthy, and responsive. We work smart, hard, and safe. We build a positive team and family spirit, and we are enthusiastic and energetic.

***"Great People," which is the right people in the right seat, will be hired, recognized, and rewarded, propelling TBS as we grow and evolve over the next 10 years and beyond.***

## Our Niche

Our approach to business is ***"providing innovative and sustainable solutions in challenging environments through integrated engineering, surveying, and environmental services."*** We deliberately seek to work for clients that desire long-term trusted advisor relationships instead of transactional commodity vendors.

## Our Vision

We know where we want to go as a firm and what we want to look like in the future. ***By 2029, we will be a thriving, profitable firm with 625 great associates, generating \$100 million annually from our strategic clients.*** This is ambitious and will require hard work to achieve our goal of 10% annual growth.



Check out our Website and Join Our Team!

## TBS' Foundational Pillars of Success



Cultivating  
People



Superior  
Integrated  
Professional  
Solutions



Trusted  
Relationships



Meaningful  
Work



Everybody Goes  
Home Safe



Stability and  
Growth