

GRI G4 Content Index

GENERAL STANDARD DISCLOSURES

Standard Disclosure	Report page or Direct Answer	Disclosure Requirements
<p>The disclosure requirements for the selected Standard Disclosures are provided below. The G4 Implementation Manual contains explanations of how to prepare the information to be disclosed and how to interpret the various concepts in the Guidelines. Organizations should consult the G4 Implementation Manual when preparing a sustainability report.</p>		

STRATEGY AND ANALYSIS

G4-1	See 'From Our CEO' (Page 3) See 'From Our Corporate Responsibility Director' (Page 4)	Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.
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ORGANIZATIONAL PROFILE

G4-3	Daniel J. Edelman, Inc. ("Edelman" within this document)	Report the name of the organization.
G4-4	Visit edelman.com/who-we-are/practices-specialties-dje	Report the primary brands, products, and services.
G4-5	Chicago & New York	Report the location of the organization's headquarters.
G4-6	Edelman is actively operating in 65 cities in 27 countries. For more detail, please visit www.edelman.com/global-network .	Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.
G4-7	Edelman is an independently owned firm that is part of Daniel J. Edelman Holdings, Inc. ("DJE Holdings"). Along with Edelman, DJE Holdings owns specialty firms such as Edelman Intelligence (research), Edelman Deportivo (creative), A&R Edelman (technology), BioScience Communications (medical communications) and agencies Edelman Significa (Brazil). For more information, please visit http://www.edelman.com/who-we-are/practices-specialties-dje .	Report the nature of ownership and legal form.

<p><u>G4-8</u></p>	<p>Geographically, Edelman’s operations are managed through five regions: Europe & the Commonwealth of Independent States; Asia Pacific, Middle East and Africa (APACMEA); Latin America; Canada; and the United States.</p> <p>For more information, please visit www.edelman.com/global-network</p>	<p>Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).</p>
<p><u>G4-9</u></p>	<ul style="list-style-type: none"> • Total number of employees: more than 5,500 employees • Total number of operations: active in 65 cities • Edelman Revenues for Fiscal 2016: \$876.0 million • Quantity of products or services provided: 34 areas of expertise <p>For more information, please visit www.edelman.com/what-we-do/expertise</p>	<p>a. Report the scale of the organization, including:</p> <ul style="list-style-type: none"> • Total number of employees. • Total number of operations. • Net sales (for private sector organizations) or net revenues (for public sector organizations). • Total capitalization broken down in terms of debt and equity (for private sector organizations). • Quantity of products or services provided.
<p><u>G4-10</u></p>	<p>a. Total full time employees (Male: 1,890, Female: 3,942) b. Total part-time employees (Male: 24, Female: 153) c. Total level 1-2 (Male: 704, Female: 1,960) I. Total level 3 (Male: 494, Female: 1,103) II. Total level 4-5 (Male: 605, Female: 953) III. Total level 6+ (Male: 108, Female: 72) IV. Total administrative (Male: 59, Female: 227) d. Updated gender breakdown by region (chart on page 11) Updated breakdown of age by generations (chart on page 11) - 18 employees did not disclose their birth date e. Not applicable f. Not applicable</p>	<p>a. Report the total number of employees by employment contract and gender. b. Report the total number of permanent employees by employment type/gender. c. Report the total workforce by employees and supervised workers and by gender. d. Report the total workforce by region and gender. e. Report whether a substantial portion of the organization’s work is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors. f. Report any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries).</p>
<p><u>G4-11</u></p>	<p>No employees are covered by collective bargaining agreements.</p>	<p>Report the percentage of total employees covered by collective bargaining agreements.</p>
<p><u>G4-12</u></p>	<p>See 'Establishing Partnerships for Good' (page 21)</p>	<p>Describe the organization’s supply chain.</p>

<p><u>G4-13</u></p>	<p>Closed office locations: Zurich, Warsaw, Istanbul New office locations: Cologne, Detroit, Colombia. New affiliate locations in Poland, Turkey and Denmark.</p> <p>For more information, please visit www.edelman.com/who-we-are/practices-specialties-dje</p>	<p>Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain, including:</p> <ul style="list-style-type: none"> • Changes in the location of, or changes in, operations, including facility openings, closings, and expansions. • Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations). • Changes in the location of suppliers, the structure of the supply chain, or in relationships with suppliers, including selection and termination.
<p><u>G4-14</u></p>	<p>Edelman supports the precautionary approach as described in the United Nations Rio Declaration but, as a professional services firm, its application is not significant to our business.</p>	<p>Report whether and how the precautionary approach or principle is addressed by the organization.</p>
<p><u>G4-15</u></p>	<ul style="list-style-type: none"> • Carbon Trust Standard • CDP • Chicago Minority Supplier Development Council • Clinton Global Initiative • Committee Encouraging Corporate Philanthropy • Companies Act, 2013 • Energy Savings Opportunity Scheme (ESOS) • European Commission's Energy Efficiency Directive • Ecovadis • Global Reporting Initiative (GRI) • Illinois Joining Forces • Points of Light (corporate service council) • Sedex AB Member • The Bunker • UN Food Security and Sustainable Agriculture • UN Global Compact • UN World Food Programme • World Economic Forum 	<p>List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.</p>

<p><u>G4-16</u></p>	<ul style="list-style-type: none"> • Boston College Center for Corporate Citizenship • Impact 2030 • International Women’s Forum • National Gay & Lesbian Chamber of Commerce • NSF International • Partnering Against Corruption Initiative • Sustainable Purchasing Leadership Council (SPLC) • Voting Member, US Mirror Committee, ISO 20400 • Women's Business Development Council 	<p>List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization:</p> <ul style="list-style-type: none"> • Holds a position on the governance body • Participates in projects or committees • Provides substantive funding beyond routine membership dues • Views membership as strategic
<p>IDENTIFIED MATERIAL ASPECTS AND BOUNDARIES</p>		
<p><u>G4-17</u></p>	<p>a. Please visit www.edelman.com/who-we-are/practices-specialties-dje.</p> <p>b. This report is about Edelman and all of its affiliated companies, including certain specialty firms it owns, such as: Edelman Intelligence (research), Edelman Deportivo (creative), A&R Edelman (technology), BioScience Communications (medical communications) and agencies Edelman Significa (Brazil).</p>	<p>a. List all entities included in the organization’s consolidated financial statements or equivalent documents.</p> <p>b. Report whether any entity included in the organization’s consolidated financial statements or equivalent documents is not covered by the report.</p>
<p><u>G4-18</u></p>	<p>See 'About this Report' (page 26) and Appendix A of our GRI G4 Content Index.</p>	<p>a. Explain the process for defining the report content and the Aspect Boundaries.</p> <p>b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.</p>
<p><u>G4-19</u></p>	<p>See 'About this Report' (page 26) and Appendix A of our GRI G4 Content Index.</p>	<p>List all the material Aspects identified in the process for defining report content.</p>

<p>G4-20</p>	<p>See 'About this Report' (page 26) and Appendix A of our GRI G4 Content Index.</p>	<p>a. For each material Aspect, report the Aspect Boundary within the organization, as follows:</p> <ul style="list-style-type: none"> • Report whether the Aspect is material within the organization. • If the Aspect is not material for all entities within the organization (as described in G4-17), select one of the following two approaches and report either: <ul style="list-style-type: none"> ○ The list of entities or groups of entities included in G4-17 for which the Aspect is not material or ○ The list of entities or groups of entities included in G4-17 for which the Aspects is material • Report any specific limitation regarding the Aspect Boundary within the organization.
<p>G4-21</p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. For each material Aspect, report the Aspect Boundary outside the organization, as follows:</p> <ul style="list-style-type: none"> • Report whether the Aspect is material outside of the organization. • If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified. • Report any specific limitation regarding the Aspect Boundary outside the organization.
<p>G4-22</p>	<p>We restated 'senior leadership positions' (as defined by the GWEN network) from '<i>the positions of GCRMs, Global Practice Leaders and members of the Global Management Team and Executive Committee</i>' to '<i>level 6 and above: General Managers, Global Client Relationships Managers, Global Practice and Sector Leaders and members of the firm's Executive Committee</i>'.</p> <p>We removed the C-Score KPI that measured use of the Polycom video conference hardware in each office, because only a few of our offices have the hardware available and with the advancement of many online video conferencing tools, tracking has become increasingly difficult to manage and compare equally across offices.</p>	<p>Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.</p>

G4-23	None	Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.
STAKEHOLDER ENGAGEMENT		
G4-24	See Appendix A of our GRI G4 Content Index.	Provide a list of stakeholder groups engaged by the organization.
G4-25	See Appendix A of our GRI G4 Content Index.	Report the basis for identification and selection of stakeholders with whom to engage.
G4-26	See Appendix A of our GRI G4 Content Index.	Report the organization’s approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.
G4-27	See Appendix A of our GRI G4 Content Index.	Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.
REPORT PROFILE		
G4-28	Fiscal Year 2016 (July 1, 2015 - June 30, 2016)	Reporting period (such as fiscal or calendar year) for information provided.
G4-29	Fiscal Year 2015 (July 1, 2014 - June 30, 2015)	Date of most recent previous report (if any).
G4-30	Annual	Reporting cycle (such as annual, biennial).
G4-31	Citizenship@edelman.com	Provide the contact point for questions regarding the report or its contents.
G4-32	<ul style="list-style-type: none"> a. In accordance 'Core.' b. This Index covers both the General Standard Disclosures as well as the Specific Standard Disclosures. c. Edelman has not sought assurance for this report, other than the Carbon Trust Certification mentioned in G4-33. 	<ul style="list-style-type: none"> a. Report the ‘in accordance’ option the organization has chosen. b. Report the GRI Content Index for the chosen option. c. Report the reference to the External Assurance Report, if the report has been externally assured. GRI recommends the use of external assurance but it is not a requirement to be ‘in accordance’ with the Guidelines.

G4-33

- a. Edelman has not sought assurance for the data in the report, but we did certify our carbon data through the Carbon Trust Standard. We are the first public relations firm to achieve the Carbon Trust Standard certification worldwide. It certifies that we have reduced our carbon footprint and are committed to further annual reductions.
- b. 15 offices globally were involved in the certification process. These 15 offices account for over 75% of our global carbon emissions.
- c. Carbon Trust is an external party.
- d. Senior executives were involved in the process.

- a. Report the organization's policy and current practice with regard to seeking external assurance for the report.
- b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.
- c. Report the relationship between the organization and the assurance providers.
- d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.

GOVERNANCE

G4-34

In addition to Edelman's board of directors the firm is managed by an Executive Committee who oversees the execution of the firm's strategy. This group also enlists the support of individuals who serve in a variety of capacities whether via the Operations Committee or Strategy Committee. Members of these committees are responsible for Edelman's citizenship performance in a variety of ways.

Each region (please see G4-8) operates under the leadership of its own president and chief financial officer. Managing directors oversee strategy, service and operations in 65 cities around the world.

For more information, please visit www.edelman.com/who-we-are/people

Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.

ETHICS AND INTEGRITY

G4-56

In 2015, we refreshed our values to ensure that they are relevant to our future direction, support a client-centric culture and inspire great client work.

Our Values:

- The Relentless Pursuit of Excellence
- The Freedom to be Constantly Curious
- The Courage to do the Right Thing.

For more information on our principles, standards and ethics, please visit www.edelman.com/who-we-are/about-us

For more information about our Code of Ethics and Business Conduct and its sister document, the Day-to-Day-Situation Guide, please visit www.edelman.com/who-we-are/code-of-ethics-and-business-conduct

Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.

SPECIFIC STANDARD DISCLOSURES

Standard Disclosure	Standard Disclosure Title	<p>Disclosure Requirements</p> <p>The disclosure requirements for the selected Standard Disclosures are provided below. The G4 Implementation Manual contains explanations of how to prepare the information to be disclosed and how to interpret the various concepts in the Guidelines. Organizations should consult the G4 Implementation Manual when preparing a sustainability report.</p>
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CATEGORY: ECONOMIC

ASPECT: ECONOMIC PERFORMANCE

<p>G4-DMA</p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
<p>G4-EC1</p>	<p>The total global revenue of Edelman in FY16 was \$876.0 million. See section Strategizing Collaborative Impact for our community investments (page 14).</p>	<p>a. Report the direct economic value generated and distributed (EVG&D) on an accruals basis including the basic components for the organization’s global operations as listed below.</p> <ul style="list-style-type: none"> • Direct economic value generated: <ul style="list-style-type: none"> ○ Revenues • Economic value distributed: <ul style="list-style-type: none"> ○ Operating costs ○ Employee wages and benefits ○ Payments to providers of capital ○ Payments to government (by country) ○ Community investments • Economic value retained (calculated as ‘Direct economic value generated’ less ‘Economic value distributed’) <p>b. To better assess local economic impacts, report EVG&D separately at country, regional, or market levels, where significant. Report the criteria used for defining significance.</p>

CATEGORY: ENVIRONMENTAL

ASPECT: MATERIALS

<p><u>G4-DMA</u></p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
<p><u>G4-EN1</u></p>	<p>Non-renewable materials used: Copy paper purchased for office use: 80 tons (Material weight estimated based on assumption that all paper weigh 80 gram/sq. meter, unless specified by local offices).</p> <p>Data for other non-renewable and renewable materials used is not available.</p>	<p>Report the total weight or volume of materials that are used to produce and package the organization’s primary products and services during the reporting period, by:</p> <ul style="list-style-type: none"> • Non-renewable materials used • Renewable materials used
<p><u>G4-EN2</u></p>	<p>62% of copy paper purchased was with post-consumer recycled content by weight. (Material weight estimated based on assumption that all paper weighs 80 gram/sq. meter, unless specified by local offices).</p>	<p>Report the percentage of recycled input materials used to manufacture the organization’s primary products and services.</p>

ASPECT: ENERGY

<p><u>G4-DMA</u></p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
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<p>G4-EN3</p>	<p>See Appendix B and C of our GRI G4 Content Index.</p>	<ol style="list-style-type: none"> a. Report total fuel consumption from non-renewable sources in joules or multiples, including fuel types used. b. Report total fuel consumption from renewable fuel sources in joules or multiples, including fuel types used. c. Report in joules, watt-hours or multiples, the total: <ul style="list-style-type: none"> • Electricity consumption • Heating consumption • Cooling consumption • Steam consumption d. Report in joules, watt-hours or multiples, the total: <ul style="list-style-type: none"> • Electricity sold • Heating sold • Cooling sold • Steam sold e. Report total energy consumption in joules or multiples. f. Report standards, methodologies, and assumptions used. g. Report the source of the conversion factors used.
<p>G4-EN5</p>	<p>See Appendix C of our GRI G4 Content Index.</p>	<ol style="list-style-type: none"> a. Report the energy intensity ratio. b. Report the organization-specific metric (the ratio denominator) chosen to calculate the ratio. c. Report the types of energy included in the intensity ratio: fuel, electricity, heating, cooling, steam, or all. d. Report whether the ratio uses energy consumed within the organization, outside of it or both.
<p>G4-EN6</p>	<p>See Appendix C of our GRI G4 Content Index.</p>	<ol style="list-style-type: none"> a. Report the amount of reductions in energy consumption achieved as a direct result of conservation and efficiency initiatives, in joules or multiples. b. Report the types of energy included in the reductions: fuel, electricity, heating, cooling, and steam. c. Report the basis for calculating reductions in energy consumption such as base year or baseline, and the rationale for choosing it. d. Report standards, methodologies, and assumptions used.

ASPECT: WATER

<u>G4-DMA</u>	See Appendix A of our GRI G4 Content Index.	a. Report why the Aspect is material. Report the impacts that make this Aspect material. b. Report how the organization manages the material Aspect or its impacts. c. Report the evaluation of the management approach, including: <ul style="list-style-type: none">• The mechanisms for evaluating the effectiveness of the management approach.• The results of the evaluation of the management approach.• Any related adjustments to the management approach.
<u>G4-EN8</u>	Water consumption data includes water purchase records from 9 Edelman offices, amounting to a partial water consumption footprint of 49,329 cubic meters in FY15: Abu Dhabi, Beijing, Dubai, Jakarta, Los Angeles, Milan, Shanghai, Silicon Valley, and Singapore. The lack of metering data and water purchase records from the majority of the offices imposed significant data limitation for the calculation of total water consumption.	a. Report the total volume of water withdrawn from the following sources: <ul style="list-style-type: none">• Surface water, including water from wetlands, rivers, lakes, and oceans.• Ground water.• Rainwater collected directly and stored by the organization.• Waste water from another organization.• Municipal water supplies or other water utilities. b. Report standards, methodologies, and assumptions used.

ASPECT: EMISSIONS

<u>G4-DMA</u>	See Appendix A of our GRI G4 Content Index.	a. Report why the Aspect is material. Report the impacts that make this Aspect material. b. Report how the organization manages the material Aspect or its impacts. c. Report the evaluation of the management approach, including: <ul style="list-style-type: none">• The mechanisms for evaluating the effectiveness of the management approach.• The results of the evaluation of the management approach.• Any related adjustments to the management approach.
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<p>G4-EN15</p>	<p>See Appendix C of our GRI G4 Content Index.</p>	<ul style="list-style-type: none"> a. Report gross direct (Scope 1) GHG emissions in metric tons of CO₂ equivalent, independent of any GHG trades, such as purchases, sales, or transfers of offsets or allowances. b. Report gases included in the calculation (whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all). c. Report biogenic CO₂ emissions in metric tons of CO₂ equivalent separately from the gross direct (Scope 1) GHG emissions. d. Report the chosen base year, the rationale for choosing the base year, emissions in the base year, and the context for any significant changes in emissions that triggered recalculations of base year emissions. e. Report standards, methodologies, and assumptions used. f. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source. g. Report the chosen consolidation approach for emissions (equity share, financial control, operational control).
<p>G4-EN16</p>	<p>See Appendix B and C of our GRI G4 Content Index.</p>	<ul style="list-style-type: none"> a. Report gross energy indirect (Scope 2) GHG emissions in metric tons of CO₂ equivalent, independent of any GHG trades, such as purchases, sales, or transfers of offsets or allowances. b. Report gases included in the calculation, if available. c. Report the chosen base year, the rationale for choosing the base year, emissions in the base year, and the context for any significant changes in emissions that triggered recalculations of base year emissions. d. Report standards, methodologies, and assumptions used. e. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source, if available. f. Report the chosen consolidation approach for emissions (equity share, financial control, operational control).

<p>G4-EN17</p>	<p>See Appendix B and C of our GRI G4 Content Index.</p>	<ul style="list-style-type: none"> a. Report gross other indirect (Scope 3) GHG emissions in metric tons of CO₂ equivalent, excluding indirect emissions from the generation of purchased or acquired electricity, heating, cooling, and steam consumed by the organization (these indirect emissions are reported in Indicator G4-EN16). Exclude any GHG trades, such as purchases, sales, or transfers of offsets or allowances. b. Report gases included in the calculation, if available. c. Report biogenic CO₂ emissions in metric tons of CO₂ equivalent separately from the gross other indirect (Scope 3) GHG emissions. d. Report other indirect (Scope 3) emissions categories and activities included in the calculation. e. Report the chosen base year, the rationale for choosing the base year, emissions in the base year, and the context for any significant changes in emissions that triggered recalculations of base year emissions. f. Report standards, methodologies, and assumptions used. g. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source, if available.
<p>G4-EN18</p>	<p>See Appendix B and C of our GRI G4 Content Index.</p>	<ul style="list-style-type: none"> a. Report the GHG emissions intensity ratio. b. Report the organization-specific metric (the ratio denominator) chosen to calculate the ratio. c. Report the types of GHG emissions included in the intensity ratio: direct (Scope 1), energy indirect (Scope 2), other indirect (Scope 3). d. Report gases included in the calculation.
<p>G4-EN19</p>	<p>See Appendix B of our GRI G4 Content Index.</p>	<ul style="list-style-type: none"> a. Report the amount of GHG emissions reductions achieved as a direct result of initiatives to reduce emissions, in metric tons of CO₂ equivalent. b. Report gases included in the calculation (whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all). c. Report the chosen base year or baseline and the rationale for choosing it. d. Report standards, methodologies, and assumptions used. e. Report whether the reductions in GHG emissions occurred in direct (Scope 1), energy indirect (Scope 2), other indirect (Scope 3) emissions.

CATEGORY: SOCIAL

SUB-CATEGORY: LABOR PRACTICES AND DECENT WORK

ASPECT: EMPLOYMENT

<p><u>G4-DMA</u></p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
<p><u>G4-LA2</u></p>	<p>A majority of our benefits are tailored by location to meet the specific needs of our people, their families and their communities, but a few highlights can be found here: www.edelman.com/careers-and-culture/culture/employee-benefits</p>	<p>a. Report the benefits which are standard for full-time employees of the organization but are not provided to temporary or part-time employees, by significant locations of operation. These include, as a minimum:</p> <ul style="list-style-type: none"> • Life insurance • Health care • Disability and invalidity coverage • Parental leave • Retirement provision • Stock ownership • Others <p>b. Report the definition used for ‘significant locations of operation’.</p>

ASPECT: OCCUPATIONAL HEALTH AND SAFETY

<p><u>G4-DMA</u></p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>c. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>d. Report how the organization manages the material Aspect or its impacts.</p> <p>e. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
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G4-LA7	As a professional services firm our employees are generally not involved in occupational activities that have a high incidence of or high risk of specific physical diseases. However, we will increase our efforts to address and measure mental wellbeing (e.g. high stress levels).	Report whether there are workers who are involved in occupational activities who have a high incidence or high risk of specific diseases.
ASPECT: TRAINING AND EDUCATION		
G4-DMA	See Appendix A of our GRI G4 Content Index.	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
G4-LA9	See 'Inspiring Change Locally' (Page 10). In FY16 134,167 training hours were completed globally; 24 hours/FTE.	<p>Report the average hours of training that the organization's employees have undertaken during the reporting period, by:</p> <ul style="list-style-type: none"> • Gender • Employee category
G4-LA10	See 'Inspiring Change Locally' (Page 10). For more information, please visit: www.edelman.com/careers-and-culture	<p>a. Report on the type and scope of programs implemented and assistance provided to upgrade employee skills.</p> <p>b. Report on the transition assistance programs provided to facilitate continued employability and the management of career endings resulting from retirement or termination of employment.</p>
G4-LA11	Our policy is that all review-eligible, global employees receive performance reviews to provide them with regular opportunities to assess career direction and receive feedback and direction. This is managed through a sophisticated career tracking software tool.	Report the percentage of total employees by gender and by employee category who received a regular performance and career development review during the reporting period.

ASPECT: DIVERSITY AND EQUAL OPPORTUNITY

<u>G4-DMA</u>	See Appendix A of our GRI G4 Content Index.	<ol style="list-style-type: none">a. Report why the Aspect is material. Report the impacts that make this Aspect material.b. Report how the organization manages the material Aspect or its impacts.c. Report the evaluation of the management approach, including:<ul style="list-style-type: none">• The mechanisms for evaluating the effectiveness of the management approach.• The results of the evaluation of the management approach.• Any related adjustments to the management approach.
<u>G4-LA12</u>	See 'Inspiring Change Locally' (Page 10).	<ol style="list-style-type: none">a. Report the percentage of individuals within the organization's governance bodies in each of the following diversity categories:<ul style="list-style-type: none">• Gender• Age group: under 30 years old, 30-50 years old, over 50 years old• Minority groups• Other indicators of diversity where relevantb. Report the percentage of employees per employee category in each of the following diversity categories:<ul style="list-style-type: none">• Gender• Age group: under 30 years old, 30-50 years old, over 50 years old• Minority groups• Other indicators of diversity where relevant

SUB-CATEGORY: SOCIETY

ASPECT: LOCAL COMMUNITIES

<u>G4-DMA</u>	See Appendix A of our GRI G4 Content Index.	<ol style="list-style-type: none">a. Report why the Aspect is material. Report the impacts that make this Aspect material.b. Report how the organization manages the material Aspect or its impacts.c. Report the evaluation of the management approach, including:<ul style="list-style-type: none">• The mechanisms for evaluating the effectiveness of the management approach.• The results of the evaluation of the management approach.• Any related adjustments to the management approach.
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<p><u>G4-SO1</u></p>	<p>100%; All Edelman employees can take paid time off to volunteer and participate in community engagement in meaningful, locally relevant way.</p>	<p>Report the percentage of operations with implemented local community engagement, impact assessments, and development programs, including the use of:</p> <ul style="list-style-type: none"> • Social impact assessments, including gender impact assessments, based on participatory processes. • Environmental impact assessments and ongoing monitoring. • Public disclosure of results of environmental and social impact assessments. • Local community development programs based on local communities' needs. • Stakeholder engagement plans based on stakeholder mapping. • Broad based local community consultation committees and processes that include vulnerable groups. • Works councils, occupational health and safety committees and other employee representation bodies to deal with impacts. • Formal local community grievance processes.
<p><u>G4-SO2</u></p>	<p>Edelman operations do not have a negative impact on local communities. Around the world, our business supports local economies through jobs that provide competitive pay and benefits, employee training and development, use of local sub-consultants and suppliers, and volunteering and/or philanthropic support.</p>	<p>Report operations with significant actual and potential negative impacts on local communities, including:</p> <ul style="list-style-type: none"> • The location of the operations. • The significant actual and potential negative impacts of operations.
<p>ASPECT: ANTI-CORRUPTION</p>		
<p><u>G4-DMA</u></p>	<p>See Appendix A of our GRI G4 Content Index.</p>	<p>a. Report why the Aspect is material. Report the impacts that make this Aspect material.</p> <p>b. Report how the organization manages the material Aspect or its impacts.</p> <p>c. Report the evaluation of the management approach, including:</p> <ul style="list-style-type: none"> • The mechanisms for evaluating the effectiveness of the management approach. • The results of the evaluation of the management approach. • Any related adjustments to the management approach.
<p><u>G4-SO3</u></p>	<p>A full time compliance program assesses corruption-related risk in Edelman operations and provides support to the organization globally in mitigating such risks.</p>	<p>a. Report the total number and percentage of operations assessed for risks related to corruption.</p> <p>b. Report the significant risks related to corruption identified through the risk assessment.</p>

<p><u>G4-SO4</u></p>	<p>See, 'Rethinking Our Global Responsibility' (Page 8).</p> <p>85% of employees completed the Intro to Compliance and Ethics training module.</p> <p>79% of required employees completed the Worldwide Anti-Corruption training module.</p>	<ul style="list-style-type: none"> a. Report the total number and percentage of governance body members that the organization's anti-corruption policies and procedures have been communicated to, broken down by region. b. Report the total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to, broken down by employee category and region. c. Report the total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to, broken down by type of business partner and region. d. Report the total number and percentage of governance body members that have received training on anti-corruption, broken down by region. e. Report the total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region.
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