



DJE HOLDINGS ENVIRONMENTAL POLICY

Revised: **December 2020 (reviewed annually)**
Owner: **Managing Director, Global Engagement and Corporate Responsibility**
Approver: **Global Chief of Staff**

I. Overview

This policy applies to all employees, officers, and directors throughout Daniel J. Edelman Holdings, Inc. (DJEH)¹.

DJEH prioritizes social and environmental returns and is committed to improving the sustainability of our planet.

As a signatory of the United Nations Global Compact, DJEH embraces our responsibilities as a business and supports internationally accepted principles regarding the environment. DJEH seeks to operate our business in a manner that upholds these principles.

II. Application of Law

DJEH will comply with applicable laws adopted in every country and locale where we operate.

Where local law is more or less strict than this policy, DJEH will follow the stricter law or policy.

In situations where local law is silent on environmental regulations or policy, this policy will still apply.

III. Climate Change

DJEH fully recognizes the reality of and science behind climate change and believes it represents one of the most important global challenges facing society, businesses, and governments today.

We believe that businesses, governments, and society must work together to address climate change by balancing the interdependent priorities of human development, the environment, and the global economy. DJEH acts with certainty to reduce emissions from its operations, improve energy efficiency, advance sustainable energy solutions, reduce waste, and lead in the transition to

¹ Daniel J. Edelman Holdings, Inc. includes Daniel J. Edelman, Inc., StrategyOne, Inc. d/b/a Edelman Intelligence, Zeno Group, Inc., Assembly Media, Inc., Matter, Inc., United Entertainment Group Holdings, LLC, Edible, Inc., Edelman Miami Latin America Corp., The H & W Group, Inc. d/b/a Salutem, The R Group Public Relations Company, Inc. d/b/a Revere, First & 42nd, Inc., and all operating companies and divisions, including such divisions as First@Edifi, BioScience Communications and DJEScience, under the Edelman family of companies (collectively referred to as "DJE Holdings" or "DJEH" in this document).

sustainable and socially responsible business models.

We also work with clients to constructively participate in the dialogue around climate change and contribute to policy discussions with the goal of making progress on this shared global challenge. We do not accept client assignments that aim to deny climate change.

IV. Energy and Emissions

Sustainable Offices

To create more sustainable offices, we shall continue our global efforts to add energy efficient lighting, promote “green” meetings, integrate pulled-print capacities, and improve our waste diversion rates. We also will continue to migrate key business applications to the Cloud, making our data center footprint smaller and more efficient.

Business Travel

Business air travel is one of DJEH’s most significant sources of emissions, and we are committed to reducing non-billable business air travel where possible.

Our Global Travel Guidelines govern our approach to business travel and reiterates our commitment to managing our travel emissions in a systematic manner. The Global Travel Guidelines include the following:

- Encouragement to use video conferencing software as opposed to traveling
- Restrictions on business class air travel
- Prohibition of first-class air travel
- Preference for “green” hotels
- Requirement to book hybrid cars where available

Further, we commit to regularly evaluating our travel policies and their effectiveness, and we will continue to make updates as necessary to ensure progress.

V. Procurement

Sustainable Procurement

To DJEH, working in a socially responsible manner means doing business ethically and treating people and the environment with respect throughout our operations. These commitments also extend to our supply chain. Whenever possible, we are dedicated to sourcing goods and services from sustainable sources and collaborating with partners who share our values and commitments towards sustainable procurement.

In accordance with the [Code of Ethics for Suppliers and Service Providers](#), our [Sustainable Procurement Policy](#), the principles of the United Nations Global Compact, and the United Nations Sustainable Development Goals, we encourage suppliers to minimize their environmental impact where possible, including:

- Reducing energy usage by avoiding inefficiencies, making use of new energy efficient technologies, and keeping up to date with best practices

- Minimizing greenhouse gas emissions by reducing the use of fossil fuel energy sources and decreasing operational energy needs
- Conserving water and preventing pollutants from being released into the water system
- Properly managing waste and seeking to reduce, reuse, and recycle whenever possible and
- Considering products' end-of-life disposal during their manufacture and design, including choosing environmentally friendly packaging.

IT Purchasing

Specific to IT, we adhere to the following guidelines:

- New equipment purchases meet Energy Star or comparable energy efficiency standards
- New computer purchases meet the EPEAT "bronze" certification level or higher
- Globally our e-waste is managed through recycling and refurbishment in partnership with an external third-party provider

VI. Waste

Waste Reduction

We continuously seek opportunities to reduce our waste production as we believe this is the most responsible form of waste management. DJEH seeks to

- Implement secure/smart printing and double-sided printing at DJEH offices
- Manage food waste through office food waste programs
- Encourage the use of reusables
- Eliminate single-use plastic bottles and straws
- Eliminate non-PET plastics

Waste Diversion

DJEH also commits to handling the waste we do produce in the most environmentally responsible manner possible and doing our best to keep valuable waste out of landfills and incinerators. To that end, we commit to

- Recycling in all offices where services are available
- Investigating composting options for all offices where available and allowable by law
- Ensuring an adequate number of well labeled waste receptacles in every office

Electronic Waste (E-Waste)

DJEH partners with Ingraham Micro ATD (formerly known as CloudBlue) for e-waste disposal. Through our IT department, each office commits to collecting e-waste, including computers, office equipment, and batteries, and disposing of them at least annually with Ingraham Micro ATD.

VII. Monitoring

Monitoring our environmental performance is key in order to manage and reduce our resource use.

The company uses a Cloud-based platform to track and report on environmental initiatives and scope 1, 2, and 3 carbon emissions. This platform allows DJEH to identify data anomalies, embed reminder

notifications, align reporting with CDP, GRI, and EcoVadis, provide scenario modeling, and generate reports to monitor evolution of footprint by scope and by source of emissions.

Emissions from business air travel are also logged on the platform. Robust data reports from travel partners allow us to quickly flag out-of-policy travel and overall spend. DJEH's Director of Corporate Travel monitors air travel reports and follows up on out-of-policy activity. All new hires receive the Global Travel Guidelines, and all employees have access to it.

Expectations for supply chain sustainability monitoring are communicated to certain suppliers as selected by DJEH. Through a risk-based selection process, certain suppliers may receive direct communications from DJEH or its third-party business partners to provide information to enable monitoring of supplier adherence to the Sustainable Procurement Policy using a methodology and system selected by DJEH.

VIII. Reporting

Annual Reporting

DJEH's environmental performance and approach shall be updated annually in our [Global Citizenship Report or Global Citizenship Update](#).

External Reporting

DJEH reports to CDP annually on our carbon emissions and climate risks and opportunities. DJEH's responses are publicly available at CDP.net.

DJEH also completes an EcoVadis assessment annually. DJEH's scorecard is available to any client or supplier through the EcoVadis platform upon request.