

UKG Global Environmental Policy

Summary

Taking account of our business needs, customer requirements and the desire to minimize adverse impacts on the environment, we maintain our facilities and run our business operations in a responsible manner. We strive to be a global leader in sustainability and environmental protection to enable our customers, vendors, employees, and others to reduce their environmental impact through our actions and technologies. We identify key environmental aspects of our operations and mitigate impacts by incorporating circular economy principles. We will continue to invest in reducing our environmental footprint and adhering to our environmental policies and goals. At UKG, each employee has an individual responsibility to understand and support our Environmental Policy and to actively participate in programs to ensure our goals are achieved.

UKG will provide our customers with solutions—through our products and services—which help them improve human capital performance, reduce environmental impact, and support the transition to a sustainable, low-carbon economy.

Audience and Scope

UKG, Inc. (and all of its subsidiaries, affiliates, partnerships, and joint ventures, hereinafter referred to as “UKG”) is committed to upholding the principles and requirements as outlined in this Environmental Policy.

We comply with applicable regulatory, customer, and other business requirements as a minimum standard. Beyond compliance, we strive to continually improve our environmental performance, prevent pollution, mitigate our climate change impacts, and actively monitor our business impact on important environmental and social challenges.

Action Statement

The purpose of this Policy is to set out the key environmental principles and requirements that support UKG’s approach to environmental management. These principles and requirements apply when dealing with environmental matters for business reasons and are in addition to those found in the UKG [ESG Policy](#), [Code of Conduct](#), [Third-Party Code of Conduct](#), [Human Rights Policy](#), [Global Cleaning Policy](#), and other UKG policies. UKG with the cooperation of its employees, contractors, and suppliers, is committed to environmental management. At UKG, all stakeholders must exercise good judgment, be respectful of the environment, and be governed by the [UKG Code of Conduct](#) and our shared values of [United, Kind, and Growing](#). Failure to adhere to this Policy could expose UKG to financial, credit, legal, regulatory, and reputational risks.

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Key Requirements of Environmental Management

UKG is committed to ensuring all business-related activities protect and conserve the environment, where applicable. UKG is committed to integrating environmental impact and risk in appropriate business decisions, by:

- Conducting business in an environmentally responsible manner;
- Seeking measures to reduce operational impacts to the environment;
- Communicating efforts to employees and other relevant stakeholders;
- Requiring policy adherence for employees and other relevant stakeholders;
- Improving environmental performance by measuring impacts and setting targets;
- Complying with or exceeding all environmental laws and regulations applicable to UKG properties and subsidiaries;
- Regularly conducting materiality assessments to determine the most material environmental impacts of operations; and
- Continuously developing, implementing, and standardizing procedures to review, assess, and manage environment risks associated with UKG services.

UKG continues to implement procedures that enhance and promote the conservation of natural resources through energy and water efficiency, source material reduction, material reuse and recycling, and the purchase of materials containing recycled and/or renewable natural resources and wellness for our employees and other key stakeholders. In order to do so, UKG has committed to:

- Providing safe and sustainable work environments for our employees;
- Following best practices aligned with building energy and efficiency standards;
- Developing partnerships for joint ventures in renewable energy generation projects;
- Evaluating suppliers, vendors, and other service providers on adherence with UKG's Environmental Policy;
- Promoting stakeholder awareness surrounding environmental impacts and share best practices through transparent dialogue;
- Annually measuring UKG's greenhouse gas emissions with the ambition to reduce carbon-related activities, improve energy efficiency, and procure renewable energy;
- Providing opportunities for education and enabling UKG employees to conduct their duties in an environmentally responsible manner;
- Reporting environmental performance in the annual UKG ESG (Environmental, Social, and Governance) Report and externally disclosing in reporting platforms such as CDP, EcoVadis, and Sedex; and
- Benchmarking UKG property energy, waste, and water consumption where possible.

Monitoring and Oversight

The ESG Cross-Functional Team is responsible for implementing and maintaining UKG's ESG program to monitor and oversee adherence to environmental principles and associated requirements. The Team will oversee adherence to this Policy and supporting standards and procedures, and assess the need for improved management, monitoring, or controls. If evidence of non-compliance with the Policy is identified in the annual review process, the Team will engage other functional groups where necessary for remediation and rectification of any issues. The annual [UKG ESG Report](#) will continue to publicly report on UKG's environmental commitments, priorities, and measures, as well as progress made during the fiscal year. Environmental progress will also be reported externally via platforms such as CDP, EcoVadis, and Sedex.

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Roles and Responsibilities

The UKG Workplace Services Team is responsible for the management of sustainability and environmental aspects across the company. The Team:

- Conducts the annual GHG emissions inventory to measure environmental footprint and determine best steps to minimizing impact;
- Keeps up to date on recent environmental policies and requirements for UKG locations, as well as current industry best practices; and
- Serves as part of the ESG Cross-Functional Group with a heavy focus on environmental sustainability.

Management of ESG-related risks and opportunities is the responsibility of the overarching ESG governance teams. UKG's ESG governance structure includes:

The Cross-Functional Working Group: Aligned with each of our material ESG focus areas, the cross-functional working group is responsible for supporting ESG data collection, reporting, program implementation, and driving progress on our ESG priorities and goals.

The ESG Leadership Team: Leads our ESG program development and goal setting. Team membership includes leaders from across the company. The team is also responsible for promoting the program internally and externally, managing equity partner/investor surveys and requests for the Executive Sponsor, and producing our annual ESG Report.

The ESG Steering Committee: Responsible for providing executive oversight and strategic direction for the ESG program at UKG. The committee reviews all ESG programs and practices and reports to the board annually, under the direction of our Executive Sponsor and Chief Legal Officer. Committee membership includes key executive committee members and the ESG Leadership Team.

Maintenance and Review

We assign resources and responsibilities for environmental management and maintain documented environmental programs. We routinely evaluate and audit our environmental performance and set measurable improvement goals, applying a management system approach. We produce annual public ESG reports that outline our environmental progress.

The **Vice President, Global Workplace** is the Executive owner and approver of this Policy and has delegated the review and maintenance of this Policy to the Director – Workplace Services, The Americas; Director – Workplace Services, International; and Director – Global Workplace Services. The Workplace Services team facilitates the review of the policy on an annual basis.

This policy is reviewed every year, to ensure compliance with all relevant regulations and other business requirements. This Policy is made with reference to the calendar year ending 31 December 2023.

We welcome your questions, comments, or concerns about this policy or our environmental efforts. These can be directed to esg@ukg.com.

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Questions About This Policy?

If you have questions about this Policy, contact esg@ukg.com. If you know or suspect that this Policy has been violated, report it promptly to ComplianceOfficer@ukg.com or the [UKG Reporting Site](#) (reports may be made anonymously where permitted by local law).

Related Policies and Standards:

- [Annual ESG Report \(2021\)](#)
- [ESG Policy](#)
- [Global Cleaning Policy](#)
- Global Health and Safety Policy
- [UKG Code of Conduct](#)
- [UKG ESG Transparency Site](#)



Glossary of Terms

ESG - refers to Environmental, Social, and Governance criteria that are used to evaluate a company's impact on society.

GHG Inventory – the process of measuring the amount of greenhouse gas (GHG) emissions an organization produces.

Sustainability – The ability to meet the needs of the present without compromising the ability of future generations to meet their own needs.

Version History

Version #	Version Date	Effective Date	Policy Owner	Approver	Audience
2.0	November 2022	November 30, 2022	Sarah Eure	Jonathan Proffitt	All Employees