

# Global Environmental Policy

## Summary

UKG is committed to environmental sustainability and acknowledges the importance of reducing our impact on the environment. This policy outlines our dedication to implementing environmentally responsible practices and serves as a guiding framework for our company when setting environmental objectives.

## Purpose

UKG strives to be a global leader in sustainability and environmental protection by accounting for and minimizing our impact on the environment, maintaining our facilities and business operations in an environmentally responsible manner, and in turn enabling our customers, vendors, employees, and others to reduce their environmental impact.

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 in alignment with our company [culture](#) and values.

The purpose of this policy is to communicate UKG's commitment to environmental responsibility and establish guidelines for our operations. By adhering to this policy, we aim to minimize our environmental footprint and contribute positively to protecting the environment and communities in which we operate.

## Scope

This policy applies to all aspects of UKG's operations, including but not limited to our workplaces, processes, products, and services. It encompasses our employees, contractors, suppliers, and any other stakeholders involved in our activities. UKG is dedicated to environmental sustainability and will strive to integrate responsible environmental practices into all aspects of our business operations.

## Key Takeaways

UKG commits to the following:

### 1. Key Environmental Responsibilities

- Measure major greenhouse gas emissions with the aim of continuous reduction of carbon-intensive activities, improved energy efficiencies, and explore the use of renewable energy.
- Identify and measure the most material environmental impacts of our operations.
- Establish targets to reduce our environmental impact and strive for continuous improvement.
- Report regularly on environmental performance to our stakeholders.
- Integrate environmental impact as a factor in appropriate business decisions.

### 2. Compliance

- Meet or exceed all applicable local, national, and international environmental laws and regulations relevant to our industry.
- Monitor emerging environmental regulatory requirements and trends.

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## 3. Resource Efficiency

- Optimize the use of resources such as energy, water, and raw materials by continuing to implement efficient practices, promoting conservation, and exploring opportunities for renewable alternatives, examples include but are not limited to:
  - Utilize energy-efficient equipment and assets in our offices and workplaces where possible.
  - Transition to low-emission vehicles for company use.
  - Implement waste reduction and management practices through recycling, composting, reusable materials, waste centralization, etc. in offices where possible.
  - Responsibly dispose of electronic waste while prioritizing reuse, resale, or donation to nonprofit partners before recycling through certified servicers.
  - Prioritize branded merchandise from sustainable materials and vendors and ensure the thoughtfulness of the quantity of branded materials procured to reduce unnecessary consumption where possible.
- Optimize energy efficiency of UKG products and services by investigating low-emission strategies to include but not limited to:
  - Continued use of more efficient shipping practices and utilizing recycled content for hardware shipments.
  - Investigation and continued implementation of cloud utilization for data storage.

## 4. Sustainable Procurement

- Prioritize the procurement of environmentally sustainable products and services by working closely with our suppliers to encourage their adoption of sustainable practices and by considering environmental factors when selecting vendors and partners.
- Analyze and evaluate environmental impact in our supply chain on an annual basis.
- Include environmental criteria in our supplier selection and supplier performance evaluation processes.
- Outline our commitment to the environment in our [UKG Third-Party Code of Conduct](#), and confirm our expectation that suppliers comply with all applicable environmental regulations wherever they do business.

## 5. UKG Workplaces

- Ensure the health and safety of our employees by maintaining safe and healthy workplaces through identifying and mitigating environmental risks, addressing workplace hazards (both actual and potential), and complying with relevant occupational health and safety regulations.
- Incorporate ESG aspects into the interior design process.
- Prioritize office leases in buildings with sustainable practices and design certifications, and integrated energy, waste, and water management practices such as energy-efficiency mechanisms, renewable energy utilization, recycling, composting, and water conservation measures.
- Encourage building owners and management companies of leased buildings to share energy, water, and waste consumption information with UKG for environmental impact estimations.

## 6. Events and Business Travel

- Work to make our events more sustainable by conserving resources, sourcing responsibly, reducing waste, and inspiring our attendees to do the same.

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- Prioritize vendors and suppliers with existing environmental commitments and sustainable offerings for events and business travel.
- Reduce event waste through the reuse of signage and branding materials, choosing event locations with sustainable waste offerings, utilizing additional composting and recycling services, and prioritizing sustainable food, décor, and program materials.
- Engage vendors and our supply chain on our environmental commitments to provide sustainability solutions before, during, and after events.
- Reduce nonessential business travel where possible through virtual meetings and conferences.
- Ensure compliance with the UKG Global Travel and Expense Policy and the [ESG Policy](#) by choosing travel methods with the lowest environmental impact.

## 7. Employee Success

- Provide access to training and education on environmental impact, climate change, and UKG's environmental policies and goals to new and existing employees.
- Utilize internal channels to regularly communicate our environmental goals, impacts, projects, and expectations to employees.
- Promote environmental awareness among our employees by providing them with the necessary training and resources to contribute to our environmental objectives, and in turn foster a culture of environmental responsibility and encourage employee involvement in sustainable practices.

## 8. Customer Success

- Promptly respond to questions on our environmental impacts and initiatives through customer RFPs, questionnaires, and surveys.
- Lower our emissions through cloud services and efficient business operations to help customers achieve their own environmental sustainability goals.
- Minimize the environmental impact of hardware products through responsible packaging materials and shipping methods.

## 9. Stakeholder Engagement

We will actively engage with our stakeholders, including customers, suppliers, local communities, and regulatory bodies, to foster collaboration and shared responsibility in achieving environmental sustainability goals.

## 10. Communication and Reporting

We are committed to transparent communication regarding our environmental performance, initiatives, and progress. We will regularly report on our environmental efforts and encourage feedback from stakeholders to drive continuous improvement via our annual reporting through CDP, our annual Global Impact Report, and our ESG website at [ukg.com/esg](http://ukg.com/esg).

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## Review and Improve

This Environmental Policy will undergo an annual review to ensure its ongoing relevance and effectiveness. We will consider changes in environmental regulations, industry best practices, and stakeholder expectations to update and improve our environmental policy as necessary.

## About This Policy

These principles and requirements 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](#), Global Travel and Expense Policy, and other UKG policies.

## Reporting Concerns to:

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

## Questions About This Policy?

If you have questions about this Policy, contact [sustainability@ukg.com](mailto:sustainability@ukg.com).

## Related Policies and Standards:

- [Annual Global Impact Report \(2022\)](#)
- [ESG Policy](#)
- [Global Cleaning Policy](#)
- [UKG Code of Conduct](#)
- [UKG ESG Transparency Site](#)
- Global Travel and Expense Policy



## Policy Information

Version #	Version Date	Effective Date	Policy Owner	Approver	Audience
2.0	Nov. 2022	Nov. 2022	Sarah Eure, Sr. Sustainability Analyst	Jonathan Proffitt, VP. Workplace Services	All UKG Inc. Employees
3.0	Jun. 2023	Jul. 2023	Sarah Eure, Sr. Sustainability Analyst	Jonathan Proffitt, VP. Workplace Services	All UKG Inc. Employees
4.0	Nov. 2023	Nov. 2023	Sarah Eure, Sr. Sustainability Analyst	Jonathan Proffitt, VP. Workplace Services	All UKG Inc. Employees