



## DJE HOLDINGS ENVIRONMENTAL POLICY

Revised: **February 2023**  
Owner: **Managing Director, Global Engagement and Corporate Responsibility**  
Approver: **Executive Committee**

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### I. Overview

This policy applies to all employees, officers, and directors throughout Daniel J. Edelman Holdings, Inc. (DJEH)<sup>1</sup> unless stated otherwise.

The DJEH Environmental Policy states our commitment to prioritizing social and environmental returns and to improving the sustainability of our planet. We will do this by following our climate principles and adhering to best practices in our office spaces, operations, and across our supply chain.

Edelman (the largest company within DJEH) has signed on to the Science Based Targets Initiative's Business Ambition for 1.5° Celsius<sup>2</sup>. The Science Based Targets initiative (SBTi) has approved Edelman's near-term science-based emissions reduction targets:

- Reduce absolute scope 1 and 2 emissions 80% by 2030 (2019 baseline)
- Reduce absolute scope 3 emissions 55% by 2030 (2019 baseline)

Edelman has also committed to set long-term emissions reduction targets with the SBTi in line with reaching net-zero by 2050.

Therefore, managing our greenhouse gas emissions, waste production, supply chain emissions, business travel, and other contributors to our carbon footprint is critically important to us and informs this policy.

Additionally, Edelman is a signatory of the United Nations Global Compact (UNGC). As such, 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.

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<sup>1</sup> 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).

<sup>2</sup> All DJEH companies and brands have signed on to SBTi except Zeno Group, Inc.

## **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 believes that climate change is the biggest crisis we face as a society. We recognize that urgent action is needed to mitigate the most dangerous impacts of climate change on both people and planet. This requires the rapid reduction of greenhouse gas emissions and an orderly global transition to a net-zero-carbon economy.

DJEH has committed to the following principles that will guide our business and operational strategy:

- Work with those committed to accelerating action to net zero and in compliance with the Paris Accords.
- Put science and facts first.
- Advance best practices and standards for climate communications.
- Ensure inclusivity.
- Focus on a just transition.
- Hold ourselves accountable.

## **IV. Energy and Emissions**

### **Sustainable Offices**

To create more sustainable offices, we shall continue our global efforts to:

- Ensure office sizes are appropriate given our hybrid work approach.
- Move away from natural gas by transitioning to electrically heated buildings.
- Reduce electricity use by converting to energy-efficient lighting, installing energy-efficient appliances and equipment, and incorporating energy-saving features into office designs.
- Lease buildings that run partially or fully on renewable energy.
- Purchase Renewable Energy Credits (RECs) to cover 100% of electricity use.
- Follow best waste practices, including focusing on reduction and diversion.
- Reduce our data center footprint by hosting key business applications on the cloud.
- Conduct “green” meetings.

### **Vehicles/Commuting**

- Transition all Edelman vehicles to electric.
- Analyze and track employee commuting emissions through conducting commuter surveys.
- Incentivize sustainable forms of commuting through voucher programs.

## **Business Travel**

Business air travel is a significant source of emissions for DJEH, and we are committed to reducing these emissions.

Our Global Travel Policy governs our approach to business travel and reiterates our commitment to managing our travel emissions in a systematic manner. The Global Travel Policy includes the following:

- Pre-approval required for both billable and non-billable travel
- Preference for video conferencing software whenever possible
- Restrictions on travel for meetings, conferences, trainings, and events (MCTEs)
- Restrictions on business class air travel
- Prohibition of first-class air travel
- Restrictions on air travel when car or rail travel are a reasonable option
- Preference for “green” hotels
- Encouragement for using TNC’s (Travel Network Companies) (e.g., Lyft, Uber, etc.), electric vehicles when available, to help collect better travel data
- Preference for renting electric or hybrid cars when available and cost effective

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.

DJEH uses established third-party programs to request, monitor, and evaluate suppliers’ sustainability performance. In the future, sustainability will become a preferred criterion we will use to assist in the selection of suppliers.

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 Sustainable Development Goals, we expect suppliers to minimize their environmental impact where possible.

Therefore, we expect suppliers to do the following:

- Respond to requests for information, including greenhouse gas emissions data, information on environmental practices, or report requests (e.g., CDP).
- Manage their greenhouse gas emissions and seek to decarbonize.
- Conserve water and prevent pollutants from being released into the water system.
- Properly manage waste and seek to reduce, reuse, and finally recycle wherever possible.

Further, suppliers are requested to minimize their environmental impact where possible, including:

- Reducing energy usage by avoiding inefficiencies, making use of new energy-efficient

technologies, and adhering to best practices in their industry.

- Considering products' end-of-life disposal during their manufacture and design, including choosing environmentally friendly packaging or offering buy-back opportunities.
- Partnering with DJEH to identify sustainable innovation opportunities.

### **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.

## **VI. Waste**

We have set a public goal to achieve a 50% waste diversion rate in our global waste footprint by 2025.

### **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 do the following in all our offices:

- 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 single-use non-PET plastics from all offices by the end of 2024.
- Use 50+ percent recycled content paper only.

### **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 doing the following:

- Implementing recycling in all offices where services are available.
- Implementing composting options for all offices where available and allowable by law.
- Ensuring an adequate number of well-labeled waste receptacles in every office.
- Conducting waste audits in all offices or buildings we occupy.

### **Electronic Waste (E-Waste)**

All of DJEH's offices partner with Ingraham Micro ATD (formerly known as CloudBlue) or a local e-waste provider (in locations where Ingraham Micro ATD does not operate) 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.

DJEH 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 and members of the Global Citizenship team monitor air travel reports and follow up on out-of-policy activity.

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](#).

### **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.

### **Verification and Assurance**

DJEH's greenhouse gas emissions data (scope 1, scope 2, and select scope 3) are verified and assured by the following entities:

- Carbon Trust Standard
- SCS Global Services