

## Beacon Hill Staffing Group Environmental Policy

### **Purpose:**

To outline Beacon Hill Staffing Group policies and procedures concerning environmental protection.

### **Environmental Principles:**

Realizing that natural resources are limited and fragile, Beacon Hill considers environmental protection to be an important consideration in managing business activities. Our commitment to environmental protection, and to operate in an environmentally responsible manner, is reflected in our policies, programs and practices.

Additionally, Beacon Hill recognizes that effective environmental management can also positively impact corporate profitability. Properly designed programs, efficiently using natural resources, can often minimize operating costs, while acting as a responsible 'citizen' in the marketplace in regard to the environment creates opportunities and helps us build upon our positive reputation with clients and candidates. These programs also minimize risk and potential legal liability.

Considering the above principles, the following corporate environmental policy has been established.

### **Environmental Policy Statement:**

*Environmental protection is an important corporate responsibility and the responsibility of every employee of Beacon Hill. As such, Beacon Hill shall use best efforts to:*

- Conduct operations in compliance with applicable laws, regulations and standards concerning environmental protection
- Continually improve environmental management policies, programs and performance based upon the results of periodic performance reviews
- Minimize the environmental risks to employees and the communities in which we operate
- Promote employee awareness of environmental concerns and responsibilities
- Operate facilities and conduct Beacon Hill activities that consider efficient use of energy and materials
- Reduce and eliminate waste through recycling and other means
  - Monthly scheduled pick-up of recycling bins for proper elimination by Iron Mountain
- Beacon Hill offers a pre-tax plan to assist with public transit
  - Some offices have a corporate program for the region's public transit system, which often includes a rechargeable, reusable card.
  - Once enrolled, BHSG will purchase the monthly transit pass and the employee will reimburse the company through pre-tax payroll deductions.
  - This program is in place to encourage the use of public transportation.
- Entirely eliminated the need for paper pay stubs through the implementation of ADP iPayStatements, a new benefit that allows weekly pay stubs to be accessible 24 hours a day, 7 days a week via the web
  - Reduced our carbon footprint by eliminating the production and distribution of pay stubs
- All of Beacon Hill Staffing Group's national offices communicate almost exclusively via electronic means (i.e. phone, e-mail, scanned documents, etc.)