

HR COMPUTES

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Sustainability Policy

We believe in being a responsible corporate citizen and as such we consider the environmental, social, governance and economic impacts of our decisions. We believe that everyone has a role to play in protecting natural and social capital and that all of us need to be concerned with ensuring that the earth's resources are available to sustain future generations with a similar quality of life. We believe in business and social ethics and acting in accordance with all laws. We believe in the human rights of our employees and contractors and seek to provide a workplace free of discrimination and to provide wages and benefits in accordance with applicable laws.

Environment

1. Measure carbon footprint data annually.
2. Track resource usage water, electricity, natural gas, mileage
3. Utilize renewable energy resources.
4. Employees are encouraged to conserve resources through reusing, recycling, energy conservation.
5. Disposable water bottles are not used in our office. We offer guests glasses of filtered water.
6. Employees are encouraged to minimize carbon emissions from travel through the use of flexible work arrangements where permitted by clients.
7. Principal serves on 2017 Ocean Exchange Panel selecting innovations to improve ocean health.. The theme was "***Have Impact Though Sustainability—innovations that generate economic growth and increased productivity, while reducing the use of nature's resources and waste.*** Winners of the Neptune and WWL Orcell Awards receive \$100,000 prize. <https://www.oceanexchange.org/neptune-orcelle-2017/>
8. We seek to identify suppliers that have sustainable standards. Key suppliers include:
 - a. Sprint
 - i. <http://goodworks.sprint.com/>
 - b. Staples
 - i. https://www.staples.com/sbd/cre/marketing/about_us/corporate-responsibility.html
 - c. Dell
 - i. <http://www.dell.com/learn/us/en/uscorp1/cr>

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- d. AmeriHealth
 - i. <https://www.amerhealth.com/about/community/redwhitebluecrew.html>
- e. Hilton
 - i. <http://www.hiltonworldwide.com/corporate-responsibility/>
 - ii. [Hilton's GRI report](#)
- f. Wells Fargo
 - i. <https://www.wellsfargo.com/about/corporate-responsibility/>
- g. Apple
 - i. <http://www.apple.com/environment/>
- h. American Airlines
 - i. [Corporate Responsibility Report](#)
 - ii. [Inclusion and diversity](#)
- i. Go Daddy
 - i. <https://www.godaddy.com/godaddy-cares-ways>

Voluntarism

1. Our employees are involved in community, professional, and board service focusing on governance, leadership, skills development, and mentoring.
2. Firm volunteer hours are 476 valued at \$167,000.
3. Charitable contributions:
 - a. Moorestown Education Foundation-Benefit public schools-\$500
 - b. Read to Me Foundation-\$500
 - c. Other-\$450

People

1. We value our people and our wages, benefits, and work standards comply with applicable laws.
2. We seek to provide an environment that respects employee diversity.
3. We do not use child labor, forced or bonded labor, and we provide a workplace free of harsh or inhumane treatment.
4. We encourage community and professional voluntarism.
5. Feedback from employees to promote sustainable solutions is encouraged.

Business Ethics

1. We employ fair business practices and all corruption, bribery, and embezzlement are prohibited.

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2. Information has been distributed to employees on our policies and those of our clients including codes of conduct, confidentiality agreements, and corporate citizenship policies.

Highlights 2017 Sustainability Report

We continue to meet our goals of reporting on our environmental and social impact. In addition, we continue to promote sustainable practices through education and speaking opportunities. In addition, we work with students to encourage sustainability ideals in our future generations. We also to provide volunteer opportunities and allow our employees time to pursue volunteer interests.

1. Kristina Kohl joined the faculty at the Bard MBA in Sustainability Program teaching “Employees and Organizations” focusing on embedding environmental, social, and governance standards into organizational culture.
2. Kristina Kohl was a featured author in the Author Series at The Pyramid Club, where she discussed her book “Becoming a Sustainable Organization.”
3. Presented webinars entitled “Building a More Sustainable Project Outcome” for Nokia and ITMPI project management professionals.
4. Served on the 2017 Ocean Exchange Solutions Inspiring Action Review Panel. The theme was ***Have Impact Though Sustainability——innovations that generate economic growth and increased productivity, while reducing the use of nature’s resources and waste.*** Winners of the Neptune and WWL Orcell Awards receive \$100,000 prize each.
5. Kristina and Morris were featured guests on RT TV talk shows informing the audience about corporate social responsibility, sustainability and the impact of human capital management for driving employee engagement.
6. Served as mentor for local middle school students as part of a competition for their capstone sustainability project.

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7. Participated in and contributed to the Philadelphia schools "Read to Me" program promoting early childhood literacy.
8. Served on local community and professional boards. Provided mentoring and job counseling assistance.
9. Employee Volunteer Hours-476 hours-\$167,000
10. Charitable Contributions-\$1,450
11. Total Carbon Footprint for 2017 declined to 9.4 tonnes CO₂e
 - a. Converted to 100% Renewable Energy in 2016
 - b. Reduced air travel
 - c. Continued use of hybrid vehicle
 - d. Reduced car travel
 - e. Included public transportation
 - f. Reduced Water Usage-50%
 - g. Natural Gas Usage - +13 Therms
 - h. Electricity Usage Declined-157 Kwh
12. Reduced Landfill Waste:
 - a. Paper Recycling
 - b. Ink Cartridge Recycle
 - c. Reusable Water Bottles
 - d. Electronics Recycling
13. Identified Additional Key Suppliers and Highlighted Sustainability Information
14. Maintained NJ Registered Sustainable Business Status

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2018 Goals

1. Continue to report on ESG performance
2. Continue to promote sustainability initiatives through education, activities, and speaking
3. Continue to promote voluntarism among employees
4. Consider additional hybrid vehicle
5. Consider purchasing carbon offsets for client travel