HR COMPUTES

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. Employees are encouraged to conserve resources through reusing, recycling, energy conservation.
4. Employees are encouraged to minimize carbon emissions from travel through the use of flexible work arrangements where permitted by clients.
5. We seek to identify suppliers that have sustainable standards. Key suppliers include:
   a. Sprint
      i. http://goodworks.sprint.com/planet/
   b. Staples
      i. http://www.staples.com/sbd/cre/marketing/about_us/corporate-responsibility.html
   c. Dell
      i. http://www.dell.com/Learn/us/en/uscorp1/dell-environment?c=us&l=en&s=corp
   d. AmeriHealth
      i. https://www.amerihealth.com/about/community/redwhitebluecrew.html
   e. Hilton
      i. http://www.hiltonworldwide.com/corporate-responsibility/
   f. Wells Fargo
      i. https://www.wellsfargo.com/about/csr/ea/
   g. Apple

        i. http://www.apple.com/environment/
- h. American Airlines
  - i. https://www.americanairlines.com/i18n/aboutUs/corporateResponsibility/main.jsp
- i. Go Daddy
  - i. http://godaddycares.com/

Voluntarism

1. Our employees are involved in community, professional, and board volunteer opportunities focused on education, skills development, mentoring, and not for profit service.
2. Combined service hours are 453 and valued at $101,925. These hours represent 12% of our available billable hours.
3. Charitable contributions:
   a. Moorestown Education Foundation-Benefit public schools-$500
   b. Tender Care-Alzheimer respite care-$200
   c. Connect Den Software Donation- $2,400
      i. PSPS
      ii. Wharton Entrepreneur Circle

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.
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 2015 Sustainability Report

1. Employee Volunteer Hours-435-$101,925
2. Charitable Contributions-$700
3. Natural Gas Usage Reduction from 2014 -3%
4. Electricity Usage Rose from 2014 levels-3%
5. Building Insulations and Envelope Seal
6. Upgrade to Energy Efficient Boiler and Water Heater
7. Reduced Landfill Waste:
   a. Paper Recycling
   b. Ink Cartridge Recycle
   c. Reusable Water Bottles
   d. Electronics Recycling
8. Identified Additional Key Suppliers and Highlighted Sustainability Information
9. Received Awards-Gotham Green Awards, EPA

2016 Goals

1. Identify Opportunities to Reduce Electricity Usage as Onsite Client Hours Decrease.
2. Promote Sustainability –Education and Speak Publically
3. Evaluate Hybrid or PEV Vehicle Usage
4. Evaluate carbon offsets fro air miles traveled.
5. Continue to promote voluntarism among employees.
6. Match volunteer hours from 2015

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Mentoring systems. Mastering the potential.