

 **Aleron**

On the Green

**2019**

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Sustainability Report



## Our Continued Mission

Aleron is committed to the future of our planet. While our environmental impact may be less than other organizations in industries such as manufacturing or production, we constantly strive to improve our sustainability practices and reduce our waste and emissions. Utilizing today's technology, we make thoughtful, informed decisions that benefit not only our operations, but also the environment.

The definition of business success is changing from simply making money to considering how a company makes that money—including the impact the company has on the environment and the community. Aleron is committed to responsible and sustainable commerce, and we are dedicated to remaining a good steward of our planet and its people.

Within this document is our approach and policy to enhance our sustainability efforts and embody the modern corporate social responsibility philosophy. To sustain our future, we need to perform well ethically, environmentally, and economically. Our commitment to waste and energy reduction, as well as our dedication to be a community- and employee-focused company, is illustrated within this report.

*As you review this report, we ask that you consider the environment and do not print this file.*

## Recent Actions We Have Taken

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Aleron is constantly searching for new and effective methods to enhance our sustainability efforts. Below are several recent actions we have taken to strengthen our approach:

- **Aleron Sustainability Taskforce** – This year, we created an all-company taskforce dedicated to enhancing our sustainability efforts. Comprised of a multidisciplinary group of employees, the taskforce took a number of immediate steps to improve our sustainability strategy. One of those steps was distributing a survey to all Aleron employees to learn about sustainability practices and needs at all our locations. When asked if they would be interested in contributing to the advancement of Aleron’s sustainability approach, the majority of survey respondents indicated that they would be willing to assist.
- **Bottle cap recycling** – Aleron recently provided special recycling bins that employees can utilize to recycle plastic bottle caps. Plastic bottle caps are made from a type of plastic that cannot be recycled with typical plastic bottles, so separating them early in the recycling process allows them to be broken down and reused.
- **Online security training** – Aleron’s Privacy and Security Office recently converted its annual, all-employee security training to an online format, providing employees with valuable information that will allow them to facilitate smooth, safe business operation, and cutting down on paper that would otherwise be utilized to distribute training content.
- **Step challenge** – Aleron maintains a corporate subscription to Burner, a fitness application that provides health and fitness information and tracks exercise activity. Through the application, all employees participated in a step challenge to see who could log the most miles walked in one month—promoting team engagement and active lifestyles.
- **Cooling Tower Replacement** – We recently replaced a 30-year old BAC cooling tower at our operations center with an Evapco AT 14-3F6 cooling tower. Included in the replacement was a VFD (Variable Frequency Drive), New remote sump, and new controls for running the unit. This upgrade will result in higher cooling capacity, less water loss, and increased effectiveness of inline water treatment.
- **Buffalo Strive Micro Market** – At our operational center in Williamsville, NY—which is one of our primary service delivery locations—we have installed a Buffalo Strive Micro Market in our break room. The micro market provides employees with a wide range of healthy, fresh food options, all of which can be paid for through a mobile application.
- **Clothing Drive** – During the entire month of September, we ran a clothing drive at all our national locations to donate lightly used professional attire to donate to Goodwill, Dress for Success, and other charities. We also engaged our clients to help provide additional clothing. In the Buffalo, NY area alone, we donated approximately five car loads of clothing, and much more was given from our locations across the country.

Additionally, to lower energy usage, we recently upgraded all parking lot lights at our main operational center to LED and installed a photocell control to help limit the amount of time the exterior lights and sign are on. These two changes alone will help to:

- Increase gross annual KWh savings to 27,257 KWh.
- Increase annual electric cost savings to \$3,271.
- Increase CO2 savings by 29,982 lbs.

## Our Policies and Practices

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### Quality Policy Overview

It is Aleron's policy to provide workforce and business solutions that meet or exceed our customers' expectations. The defining elements of our quality policy include the timely placement of well-qualified people, delivery of workforce management and business solutions, and the provision of services valued by our customers in precise conformance with agreed-upon requirements.

We understand that the procedures Aleron has implemented to ensure quality are mandatory. With the goal of achieving outstanding customer service and retention, Aleron will adhere to its policy by employing a quality management system based on continuous improvement. The Quality Manual—with its supporting documents of quality procedures, forms, quality goals and objectives, records, and other references—constitutes our Quality Management System.

### Child and Fair Labor Practices

Aleron complies with all state and provincial child labor laws. A "child" as defined by the work location, may be permitted to perform services for Aleron in limited circumstances after it has been determined that the job is administrative and does not require the operation of machinery.

### Health and Wellbeing Overview

Personal health/wellbeing is just one of the key factors that contribute to our commitment to social responsibility. In 2013, Aleron launched its Wellness Management & Screening Program. Today, employees and their spouses benefit from:

- Secure and confidential medical screenings consisting of 36 core lab tests
- Health risk appraisals
- Access to the Wellness, Inc. secure health portal
- Aleron's Wellness Incentive Program and discounts on insurance
- Telephone health coaching
- Wellness seminars with healthy lunch options provided
- Annual company-wide weight-loss challenges

## **Safety Policy**

Aleron complies with all safety-related rules and regulations. Our managers and supervisors are responsible for coordinating with customers to promote safe work environments, while program administrators oversee the implementation of such policies.

Aleron provides fundamental employee safety orientation training in conjunction with the job-specific safety training customers provide. Employees are trained to remain aware of their work environments and to notify their customer's supervisor or Aleron representative immediately when a hazard or potentially unsafe condition exists that could cause injury or property damage.

No employee is ever required to perform work that he or she believes is unsafe, or that is likely to cause injury or pose a health risk, either to him or herself or to others. All injuries occurring while on the job—including minor injuries—must be reported immediately to an Aleron representative and to a customer's supervisor.

## **Commitment to Our Community**

We are proud to partner with community organizations across the county to further our dedication to a holistic corporate social responsibility approach. We believe that investing in the communities in which we work—in addition to cultivating a healthy and environmentally friendly organizational setting—leads to a stronger workforce and better business outcomes. The professional clothing drive we led is just one recent example of how we engage our employees to help strengthen our communities for all.

Additionally, during the winter holiday season, we led a company-wide food drive and an “Adopt-a-Family” initiative—a program through which Aleron employees selected children from local families in need and purchased them gifts from their holiday wish lists.

Lastly, Aleron employees participated in the United Way Day of Caring, a national initiative through which we performed service activities for local organizations in need of maintenance and upkeep.

Overall, Aleron consistently supports economic development, arts and culture, and philanthropy in the community to provide the best possible places for employees to work and live.

## **Purchasing**

We have implemented an environmentally responsible delivery approach to help ensure minimal carbon emissions and pollution in our community. Purchases from multiple divisions are consolidated and we have developed a best practice of an order size standard for all locations. This reduces the frequency of small, inefficient orders, thereby decreasing delivery trips and paper waste from boxes and other packaging materials. All orders are completed online, eliminating the need for paper catalogs.

We have implemented an ink and toner recycling program, to be picked up at the same time as the office supply deliveries, reducing the environmental costs of carbon emissions.

Office supplies and other needed facilities products can make up a large amount of a company's waste. We look first to products that are made of recycled material, responsibly

sourced, fully recyclable, and/or certified as EPA compliant. We have fully restricted the purchase of styrofoam and other harmful products across all offices and assess the availability of smart alternatives.

Our sustainable vendors include:



Providers of soap and paper towel dispensers.

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**Georgia-Pacific**

Providers of paper towels and toilet paper.

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Most office furniture has been standardized to the HON brand, in which 75% of products are level certified and contribute to LEED credits.

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All recycling is through Modern Corporation, a locally owned and operated business, committed to the environment by utilizing innovative green power and building partnerships with local businesses.

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**Sustainable Earth**

By Staples®

All office supply products are sourced from Staples, a national vendor that has been vetted for quality and sustainability. We have analyzed our product usage to develop a core product list that includes cost-effective, sustainable products wherever applicable.

Our paper products are from FSC-certified sources, including our approved paper brand, which is made of 100% post-consumer waste. We have also recently expanded our sustainable purchasing initiatives to include janitorial, facilities, and break room products.

In addition, all promotional items are sourced through a WBENC-certified vendor. Sustainable options are always included when new products are requested.

## Supplier Diversity

Aleron maintains relationships with over 150 diversity-certified staffing suppliers in support of our customers' requirements. Diversity staffing suppliers are identified through State and Federal databases, WBENC's and NMSDC's supplier portals, and our customers' current supply bases.

Aleron often recruits local and national suppliers—including minority-, veteran-, and women-owned companies, as well as disadvantaged business enterprises—to supplement and enhance our service effort for many customers throughout the U.S. Accordingly, we maintain

diversity supplier relationships to support our services. We are also able to align firms selected by our customers, provided they can meet service-delivery requirements and contract terms.

### Supplier Code of Conduct

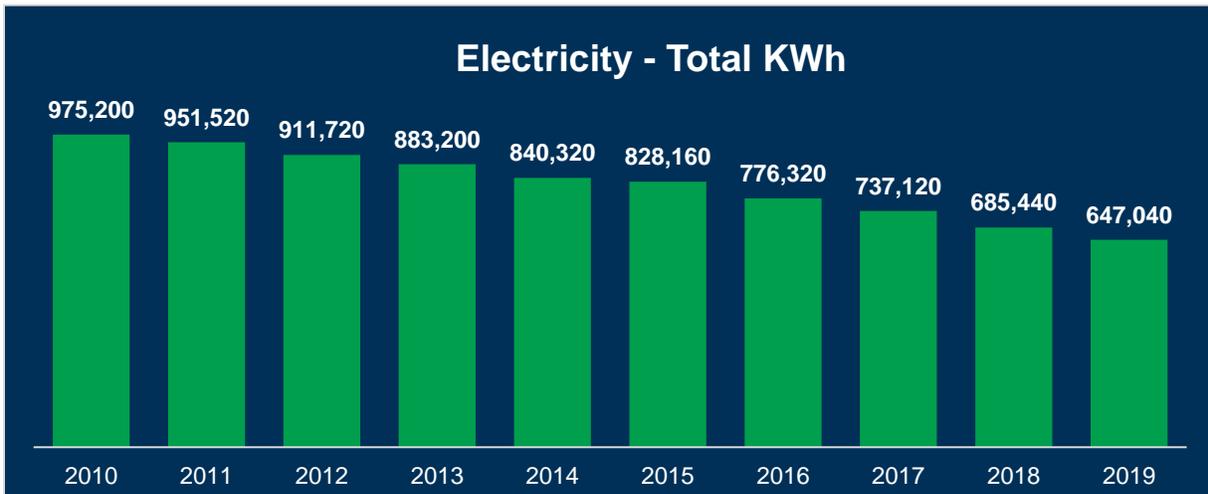
Our Code of Conduct defines the basic requirements placed on Aleron’s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment.

## Our Environmental Impact

Beginning in 2016, we made many improvements to our corporate headquarters. We engaged a LEED-certified third-party facilities management company that has implemented extensive updates in our heating, electrical, and water systems. Our cleaning towers have also been upgraded with a new alarm system, valves, pipes, and flotation device. These updates lower all of our utility usage and previously unavoidable waste.

### Ten-Year Look at Energy Management

Using 2010 as our base year, we track our energy and water usage so that we can anticipate needs, create annual goals, and determine where additional third-party support is necessary.



### Greenhouse Gas Emissions - CO2 - Electricity



### Natural Gas - Total CCF



### Greenhouse Gas Emissions - CO2 Natural Gas in Metric Tons

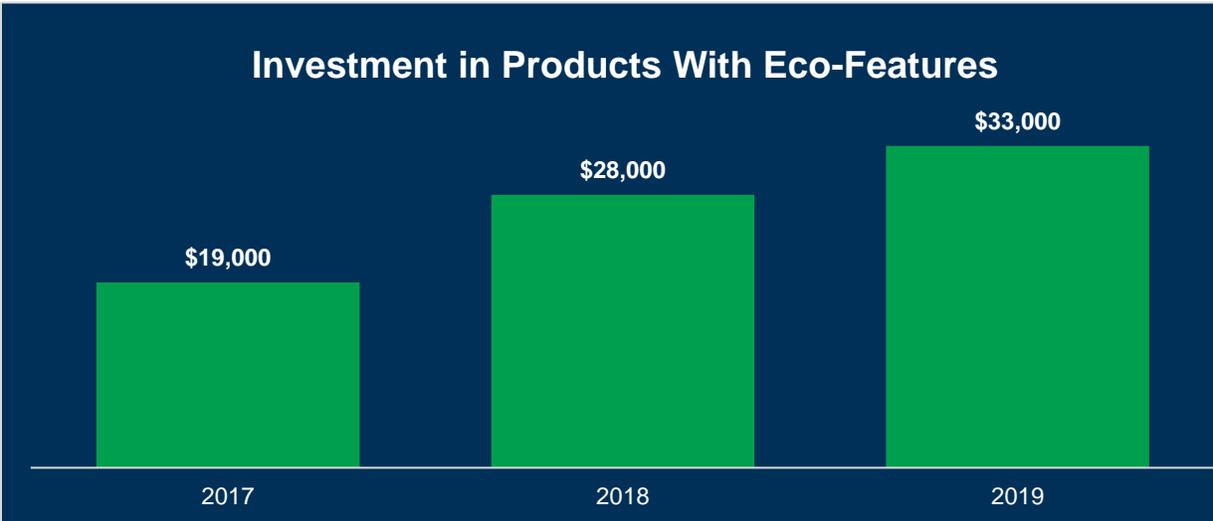


To further reduce water usage and associated waste, Aleron deployed filtered water solutions at its corporate location in 2013. These water stations provided employees with 29,540 gallons of water, preventing the purchase and waste of the equivalent of **223,733 plastic water bottles**.

### Investment in Eco-Friendly Products

Aleron has steadily increased our investment in products with eco-features—meaning those products that are composed of recycled or remanufactured content, adhere to major environmental certifications or standards, or include other environmental design elements (refillable, bio-based content, etc.).

The below graph illustrates our increasing investment in sustainable products.



### Recycling and Waste Reporting

While our line of business does not produce the amount of pollutants and hazardous waste that many other industries contribute, we are certainly not exempt from the need to reduce our overall carbon footprint. As a company that was largely paper intensive, we utilize Iron Mountain for the shredding and recycling of paper waste.

In addition, we made the decision to completely revamp our recruiting process and partnered with eStaff365 in 2017, an online employee onboarding platform. eStaff365 has drastically reduced the amount of our paper waste, toner and ink usage, shipping costs, and storage needs.

## In Closing

Aleron will continue our commitment to sustainable business practices, and we will also educate our employees on the vital role that they play in safeguarding the environment and the communities within which we all live. We are proud of the steps we've taken to date, and we recognize that there is more yet to be done. We have full confidence in our incredible employees and their ability to go beyond.

For more information on Aleron, visit [aleroninc.com](http://aleroninc.com).

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