

MANPOWERGROUP

# Environmental Management Policy and Guidance



ManpowerGroup®

# Policy and Priorities

It is the policy of ManpowerGroup, its divisions and subsidiaries to conduct business in a responsible way and in a manner designed to protect the health and safety of our colleagues, customers, the public and the environment.

As a good corporate citizen, we must be conscious of the effects of our operations on the environment. We will continually evaluate and assess our operations and business processes for opportunities to reduce adverse environmental impacts.

## Global Priorities / Local Impact

As a global company operating in 75 countries and territories around the world, providing solutions and services across every industry and in a variety of different business environments, we recognize that it is not reasonable or practical to expect that every one of our operations will implement the same set of environmental management practices. But we can achieve our greatest potential impact when all of our local operations are aligned to the same goals. This policy and guidance is intended to provide a framework that defines our global priorities and aligns our local actions for the greatest impact.

As an office-based company providing services and solutions, our areas of greatest environmental impact and potential for improvement are:

- ✓ Energy used to power our offices and office equipment
- ✓ Business travel to sell and deliver our services

## Our Commitments

- ✓ We will operate our facilities and business processes in a manner that is harmonious with the communities in which we are located.
- ✓ We will comply with the spirit and letter of applicable environmental regulations including national and local laws relating to the protection of employees, the public and the environment.
- ✓ Each ManpowerGroup operation will take responsibility for developing and maintaining local environmental management policies, practices, guidance and training as appropriate to the local business environment.
- ✓ We will reduce energy consumption and resulting greenhouse gas emissions from our office activities, through cost-effective measures wherever possible.
- ✓ We will limit business travel whenever possible; when travel is necessary, we will choose the most cost-effective and lowest impact transportation modes available.
- ✓ We will consume water responsibly and manage the waste generated from our office activities according to the principles of “Reduce / Reuse / Recycle.”
- ✓ We will consider environmental factors when selecting new office spaces and furnishings.
- ✓ We will provide relevant training to employees, as appropriate to their roles and responsibilities.
- ✓ We will report and communicate on our environmental commitments and performance in a transparent manner.

# Guidance

Given the diverse nature of our operating environments, we expect that each operation will make use of this guidance to embed appropriate environmental management practices that are reasonable, practical and cost-effective.

## Good Practices to Conserve Energy & Reduce Emissions from Office Activities

**Program thermostats to turn on shortly before the start of the working day and turn off shortly before the end.**

*"In our UK Headquarters offices, heat is systematically switched off for the weekend, and a secondary boiler is turned off during the summer months. Through this and other minor adjustments, we've reduced our energy consumption by more than 25%."*

**Lower or raise thermostat settings by a few degrees.**

Reducing the heating temperature by 3 degrees Fahrenheit throughout the heating season can translate into as much as a 13% energy usage reduction.

**Turn off lights and electronics at the end of the working day, and any time the office is not occupied.**

*"By turning off lights during lunch breaks and shutting down office equipment at the end of the day, we are conserving an estimated 200 kWh per month in the Philippines."*

**Replace incandescent lamps with energy efficient fluorescent or LED lighting.**

On average, lighting accounts for 30 – 40% of an office building's energy consumption. Significant energy consumption and cost savings can be achieved by using fluorescent or LED lights, which can be up to 10 times more efficient.

**Make energy efficiency a decision criteria when choosing new spaces.**

*"When relocating our offices in Sweden, we pursued a strategy of choosing newer and more energy-efficient spaces. After the move, our energy use decreased by nearly 20%."*

**Get your landlord involved.**

Encourage your landlord or building manager to implement energy-saving technologies.

**When replacing office equipment, choose energy efficient rated models.**

As much as 25% of an office building energy consumption can be attributed to electronic office equipment. Energy efficient equipment can provide as much as 70% savings.

*"When it was time to replace our multifunction printer/copiers at Italy's headquarters, we chose the latest generation equipment for all 280 units, ensuring lower energy consumption."*

**Purchase energy from renewable sources.**

Energy from renewable sources releases little or no greenhouse gases into the environment. To the extent possible and where cost-effective, consider purchasing energy produced from wind, solar, hydro or other renewable sources.



## **Good Practices that Reduce Impact of Business Travel**

### **Choose energy-efficient and low-emission fleet cars.**

Fleet fuel accounts for almost half of our total energy consumption around the world. By replacing older vehicles with more efficient models, a number of our operations have reduced fleet fuel use and emissions without significant investment.

*“Good choices can lead to cost savings. By replacing 80% of our Italian fleet with cars that run on liquid natural gas, we have reduced our emissions 10-15% while saving 1 euro on every liter of fuel.”*

### **Leverage our virtual collaboration and training technologies.**

Leveraging virtual collaboration technology and *powerYOU* can reduce both the cost and environmental impact of business meetings and training.

*“By having a virtual meeting of our 150-person Global Leadership Team, we avoided one million miles of air travel and almost 400,000 pounds of CO2 emissions.”*

### **When travel is necessary, choose lower-impact modes.**

When practical, consider traveling by rail instead of air, or using public transport instead of taxis. Ask for energy-efficient rental cars, and stay at “green” hotels.

*“When colleagues in Norway’s Oslo office need to travel to meet with clients or attend company functions, they do so in a small fleet of electric cars, branded with Manpower and Experis logos. Colleagues in Sweden can cycle to local meetings using one of several branded bicycles.”*

## Good Practices to Reduce Waste in our Offices



### Establish guidelines for printing and copying.

- ✓ Communicate guidelines to employees, and train them on how to use special printer/copier features.
- ✓ Set printer and copier defaults to double-sided printing.
- ✓ Add a reminder to email signatures: “think before you print”



### Source “green”.

- ✓ When practical, choose paper and other office supplies that contain recycled content.
- ✓ Consider the lifecycle of larger items such as flooring and furniture.
- ✓ Request that suppliers use fewer packing materials, or arrange for suppliers to take back reusable packaging.



### Encourage recycling.

- ✓ Place clearly-marked recycling containers in convenient locations (next to printers, in break rooms, etc.).

