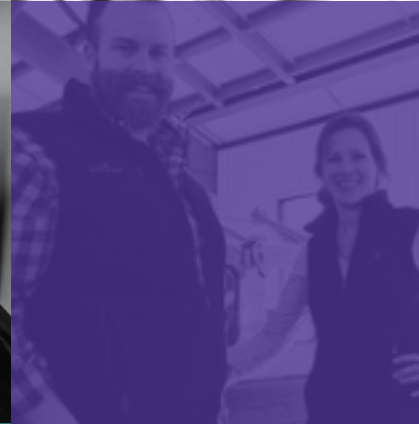




**2021**  
**TRINET ENVIRONMENTAL,  
SOCIAL, AND GOVERNANCE  
REPORT**





**Burton M. Goldfield**  
President and CEO

“At TriNet, we understand that by being intentional about our focus on environmental, social, and governance standards, we can directly impact our communities. Whether it’s the small and medium-size businesses that rely on our full-service HR solutions, our investor community, or our own internal employees, TriNet has taken steps to show our stakeholders that we are committed to social and environmental factors that matter. I’d like to thank all the incredible colleagues who worked hard to help bring this inaugural report to life and I look forward to supporting future reports to showcase how we progress.”



**Samantha Wellington,**  
SVP, Chief Legal Officer  
and Secretary

“We all have a responsibility in influencing and driving environmental, social, and governance matters. Identifying, reporting, and tracking ESG-related initiatives within a governance foundation is essential to give our stakeholders information that they can rely on to make decisions related to their respective roles. While we may have reported on some of the areas in this report over the years in different ways—whether through public filings or press releases—this ESG report is the next step in our reporting journey to feature what we are passionate about, and where we are taking responsibility and accountability to improve, in one place. We will continue to evolve metrics that make sense for our business, and look forward to iterating over the coming years.”

## About this Report

### Optimism, Celebration, and Gratitude

These are the driving sentiments held by our incredible colleagues who contributed to this report, and we think it shows. TriNet is proud to present our inaugural Environmental, Social, and Governance (ESG) Report. It was produced to showcase the work we've done and are developing, and to provide a new level of transparency into how we operate and view our role with respect to our stakeholders.

COVID-19 presented tough challenges to the world. Our corporate employees, whom we refer to as colleagues, rose to those challenges with care and determination. This past year also provided occasion for us to reflect. We aren't the same company that was founded in 1988 nor are we the same company that went public on the New York Stock Exchange in 2014 (NYSE: TNET). We assessed what's important to our stakeholders as we evolved to meet the changing world. Our colleagues, our clients, our worksite employees, our stockholders, and the small- and medium-sized businesses (SMBs) that we serve are each integral to TriNet's success. We acknowledge the role we play as stewards of the environment and members of our society. Whether it's by supporting new internal initiatives to develop and provide opportunities for our colleagues, taking steps to lessen our environmental impact, enhancing our engagement with our stakeholders by providing a platform for thought leadership, or working with our business partners and vendors to understand the matters that we believe are important—we're committed to playing our part.

We believe that publishing this report is an opportunity for us to show our stakeholders how we continue to establish and maintain a framework for evaluating, creating, and managing our ESG-related work and document our efforts. As we develop our ESG methodology, we'll continue to develop our understanding of the perspectives of our stakeholders. For our inaugural report, we focused on our people, our business, the SMB community, and our

customers. We referenced the [Sustainability Accounting Standards Board \(SASB\)](#) standards applicable to our company to guide us in the disclosures made in our inaugural report.

Unless otherwise noted, the data we provide is current through June 30, 2021.

We're delighted to present this inaugural ESG report to you. Our colleagues have been working to maintain and improve our corporate culture and have organically made positive impacts in our society and on the environment. We want that to continue and we plan to showcase our organic efforts in a repeatable reporting construct. This report reflects the incredible work we've done so far as a company and we welcome you to join us on our journey as we enhance transparency to our stakeholders through the voluntary disclosures contained in this report.

Thank you,  
The TriNet Team

TRINET'S CORE VALUES		
Lead with the Customer   Stand Together   Act with Integrity   Make an Impact   Be Incredible		
ENVIRONMENTAL	SOCIAL	GOVERNANCE
<b>Sustainability</b> Climate and energy Sustainable procurement Recycling	<b>Creating Opportunity</b> Talent DEI Community engagement	<b>Integrity</b> Data security and privacy Ethics by design Business continuity

We'd love to hear your feedback about this report. Email us at [TriNetESGReport@trinet.com](mailto:TriNetESGReport@trinet.com) to let us know what you think.

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## Use of Forward-Looking Statements

For purposes of our TriNet Environmental, Social, and Governance Report (ESG Report), the terms “TriNet,” “the company,” “we,” “us,” and “our” refer to TriNet Group, Inc. and its subsidiaries. This report contains statements that aren’t historical and are predictive in nature or that depend upon or refer to future events, conditions, or otherwise contain forward-looking statements within the meaning of Section 21 of the Securities Exchange Act of 1934, as amended, and the Private Securities Litigation Reform Act of 1995. Forward-looking statements are often identified by the use of words such as but not limited to “ability,” “anticipate,” “believe,” “can,” “continue,” “could,” “design,” “estimate,” “expect,” “forecast,” “hope,” “impact,” “intend,” “may,” “outlook,” “plan,” “potential,” “predict,” “project,” “seek,” “should,” “strategy,” “target,” “value,” “will,” “would,” and similar expressions or variations intended to identify forward-looking statements. Examples of forward-looking statements include among others: the impact on our operations from our remote working program, our ability to regularly provide outreach programs between our board and colleagues, the effectiveness of our current and planned data security programs, our ability to meet projected energy savings in the future, our ability to meet our goals, and the impact that the policies and processes described in this report will have, if any, on our financial performance and operations.

Important factors that could cause actual results, level of activity, performance, or achievements to differ materially from those expressed or implied by these forward-looking statements are discussed throughout this report and in our most recent Annual Report on Form 10-K (Form 10-K) filed with the U.S. Securities and Exchange Commission (SEC), including under Part I, Item 1A. Risk Factors, and Part II, Item 7. MD&A to those reports, in our Quarterly Reports on Form 10-Q filed with the SEC, including under Part I, Item 1A. Risk Factors and Part I, Item 2. MD&A to those reports, and in the other periodic filings we make with the SEC. Any of these factors could cause our actual results to differ materially from our anticipated results.

Forward-looking statements are not a guarantee of future performance but are based on management’s expectations as of the date of this report and on assumptions that are inherently subject to uncertainties, risks, and changes in circumstances that are difficult to predict. Forward-looking statements involve known and unknown risks, uncertainties, and other factors that may cause actual results, performance, or achievements to be materially different from our current expectations and any past results, performance, or achievements. Given these risks and uncertainties, readers are cautioned not to place undue reliance on such forward-looking statements.

The information provided in this report is based on the facts and circumstances known at this time, and any forward-looking statements made by us in this report speak only as of the date of publication. We undertake no obligation to revise or update any of the information provided in this report, except as required by law.



17,700<sup>2</sup> customers primarily in the U.S.

~351K<sup>1</sup>  
worksite employees



30+ years  
in business

# DRIVING SUSTAINABILITY AND EXPANDING OPPORTUNITIES FOR OUR STAKEHOLDERS

Our full-service HR solutions give small- and medium-sized businesses access to industry-tailored human capital expertise, benefits, risk mitigation, payroll services, and 24/7 access to information. We're a professional employer organization (the employees of our customers are also our employees, whom we call "worksite employees") co-employing approximately 351,267<sup>1</sup> people across approximately 17,700<sup>2</sup> customers throughout the 50 U.S. states, Puerto Rico, Guam, the U.S. Virgin Islands, and Canada. In a co-employment model, employment-related responsibilities are allocated by contract between us and our customers.

Burton Goldfield, TriNet's president and CEO, has long spoken about creating an enduring company at TriNet; one that serves its customers and makes an impact in the world. TriNet's mission, vision, and core values guide us in supporting our stakeholders—from our customers and vendors to our colleagues, stockholders, and communities—ultimately influencing everything we do.

<sup>1</sup> As of September 30, 2021.

<sup>2</sup> As of December 31, 2020. See our Annual Report on Form 10-K filed with the Securities and Exchange Commission for more information.

## Our Mission and Vision

At TriNet, our mission is to power the success of small and medium-sized businesses by supporting their growth and enabling their people. We rally around a shared vision of becoming the most trusted advisor to SMBs by harnessing the power of scale.

# OUR CORE VALUES

## LEAD WITH THE CUSTOMER



We're successful when our customers are successful. We believe they're so integral to our success that we ensure that all colleagues keep our customers at the center of all that we do by adopting this core value. To us, practicing good corporate citizenry includes being passionate about our customers. Part of how we do this is by providing innovative tools and consultative human capital expertise to our customers to help them manage HR compliance, workplace benefits, risk mitigation, and payroll enabled through our technology platform.



## STAND TOGETHER

At TriNet, we know we're in this together and strive to bring together people of diverse backgrounds, experiences, and ideas to create better outcomes. We work to foster a sense of belonging among our colleagues through our [Diversity, Equity, and Inclusion \(DEI\) programs](#) and our colleague [Appreciation Hub](#).

# ACT WITH INTEGRITY

We strive to lift up our stakeholder communities, establish sustainable processes for our planet, and be mindful of diversity in our hiring and compensation practices. We employ a [Code of Business Conduct and Ethics](#) and Standards of Performance and Conduct to provide guidance to our colleagues on how to uphold and promote our mission, vision, and core values. We also provide our customers with tools, educational materials, and best-practice guidance to help them serve their employees and customers well.



# MAKE AN IMPACT

In addition to our work helping SMBs succeed, we help improve our communities through our [TriNet Foundation](#), our donor-advised fund established to donate to nonprofit organizations that foster positive change, economic development, and the growth of entrepreneurship related to veterans, historically under-represented businesses, or trade schools and entrepreneurial education programs. We also do so through our [Supplier Diversity Program](#) where we commit to spending our money with companies that share our commitment to diversity. We plan to continue to move our organization forward with intention and thoughtfulness to maximize the impact of our efforts on our stakeholders.

# BE INCREDIBLE

We invest in the development of our colleagues and in our relationship with our vendors and customers because doing so is beneficial to our stakeholders. We strive for diversity, equity, and inclusion in hiring and compensation, as well as on our board of directors. We have and continue to develop green programs and practices to do our part in combating climate change.

We know we cannot change the world on our own, but we endeavor to do our part. We'll continue to push boundaries, lead the way, and innovate to accomplish the extraordinary.





## A Focus on People

### Bringing Our Mission, Vision, and Values to Life

Our mission, vision, and values contain a common theme—people. People matter to TriNet.

In 2019, we launched our **People Matter** campaign, which celebrated the hard work and diversity of our customers through the work of world-renowned photographer, Annie Leibovitz. Our campaign had a simple and important message: these people matter. They're the unsung heroes who power the nation's economy and invent a better tomorrow. By helping employers to meet the needs of hardworking people like these, TriNet empowers them to do incredible things for the world we share.

For us, “people matter” is more than a campaign, it's a call to action. At its core, it's about people powering dreams—from finding cures for diseases, to improving the environment, to building new technologies to simplify life—allowing more people to make a difference.

Early in 2020, when businesses began shuttering due to the pandemic, TriNet responded with the sentiment of its People Matter campaign. We stood together with our customers and the SMB community and purposefully ensured that much of the materials we created and the expert knowledge and updates we provided were available to all SMBs across the country, irrespective of whether they were TriNet customers. We embraced our role as trusted advisor to the SMB community at large, quickly launching relevant and timely informational webcasts, blogs, surveys, and videos tailored to SMBs on such topics as HR options, Paycheck Protection Program (PPP) loans, and the impact of COVID-19 on their businesses. TriNet also established a **COVID-19 Resource Center** web page where SMBs, whether or not they were customers, could view the webcasts and access resources, including information on the latest legislation and solutions for helping manage the impact on their business and their employees.

We also launched a new way to bring SMB leaders together: Our award-winning TriNet PeopleForce event. Now in its second year, TriNet PeopleForce brings together thought leaders, business leaders, politicians, high-profile influencers, and others to address the issues facing SMBs. This year's speakers discussed topics such as the economy,

diversity, equity, and inclusion (DEI), healthcare, and how to remain resilient in the face of unexpected challenges such as those we faced over the past 18 months.

Esteemed guests have included luminaries such as former President George W. Bush, former First Lady Michelle Obama, Former Georgia House Minority Leader Stacey Abrams, NBA superstar-turned-entrepreneur Andre Iguodala, makeup artist, entrepreneur and best-selling author Bobbi Brown, and many more recognizable names. We are thankful for the opportunity to serve our customers and the SMB community through our PeopleForce conferences. We believe that by providing a platform for such an incredible exchange of ideas is impactful for the people who attend, and the businesses and communities that they represent.



# SUSTAINABLE ENVIRONMENTAL PRACTICES

## Our Greatest Impact

Sustainability is also integral to our values and people-centered business model. It may sound overly simplistic, but we can't support people if the planet we live on isn't preserved.

Our colleagues recognize that creating an enduring company that makes an impact in the world starts with us, and we understand that the need for sustainable practices is becoming increasingly urgent. From our travel policy to our reduced paper usage to our Energy Star-rated headquarters, TriNet has long adopted environmentally friendly approaches. Additionally, as with many other companies, the pandemic has had a positive effect on TriNet's environmental footprint, and this effect will continue after the pandemic is over thanks to the success of our remote work program during the pandemic, which will lead to greater flexibility to work remotely.



**“I’m excited for the opportunity to help bring focus to how TriNet is working to minimize our impact on the environment. As an avid outdoorsperson, I see the effects of climate change every time that I’m in the wilderness. I’m proud to work for a company that takes its corporate and social responsibilities seriously and I look forward to continuing to expand TriNet’s efforts to minimize its environmental impact.”**

— **Preston Patton, Executive Director, Sales & Client Contracts and RFI Response Management, ESG Report Environmental Track Leader**





## Commuting/Travel

### Return to Office Program

Anticipating pandemic-related lockdown restrictions easing in the future, TriNet has developed a Return to Office (RTO) program that, compared to pre-pandemic work requirements, will result in fewer people commuting to and from offices, thereby reducing office space and energy usage and related emissions.

For RTO purposes, there are three categories of colleagues at TriNet:

- **Dedicated Office Space**

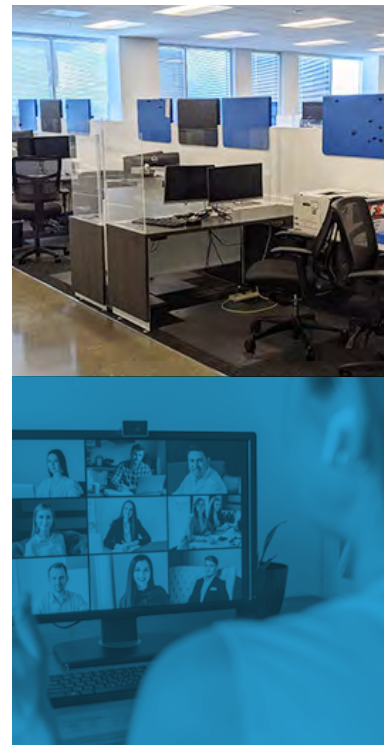
This category is for colleagues whose roles are optimally performed with a regular in-office presence on a weekly basis. These colleagues will have dedicated space within TriNet offices but will be allowed to work remotely one or more days per week, depending on business needs, department guidelines, and manager approval. This flexibility didn't exist for most in-office colleagues before the pandemic.

- **Hoteling**

This category is for colleagues whose roles require some office presence but not on a regular or weekly basis; meaning, not to the degree that dedicated office space is required. Colleagues in these roles will be required to reserve office space when they expect to be in the office but will otherwise work remotely. This category didn't exist previously.

- **Remote**

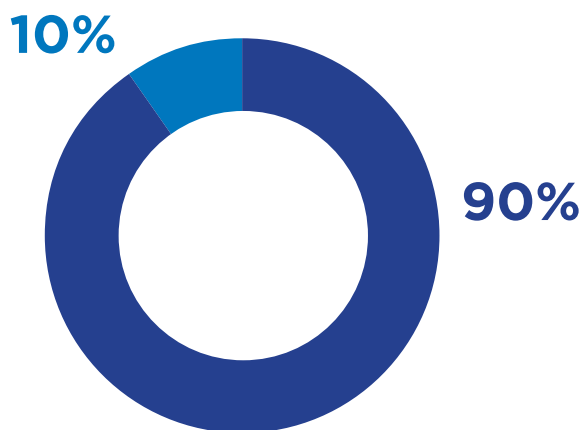
This category is for colleagues whose roles generally don't require an in-office presence. Remote colleagues will work fully outside of the office except on rare occasions when they'll need to come to the office. They'll have an opportunity to reserve hoteling space when business needs require. While we did have remote colleagues prior to the pandemic, we'll have many more remote colleagues going forward.



Prior to the pandemic, TriNet didn't have a company-wide office hoteling program—90% of our colleagues worked in an office almost every workday with only 10% of our colleagues working remotely. This resulted in the vast majority of our colleagues commuting to an office every day. With our RTO program, only 44% of our colleagues will be assigned to work in an office. Of those, most won't work in the office every day, while 34% will work remotely full time and the remaining 22% designated as "hoteling" will utilize office space on the occasions when they aren't working remotely.<sup>6</sup> As a result, we anticipate that the RTO program will reduce the number of colleagues who commute daily to the office by more than half.

### Pre-pandemic Designations

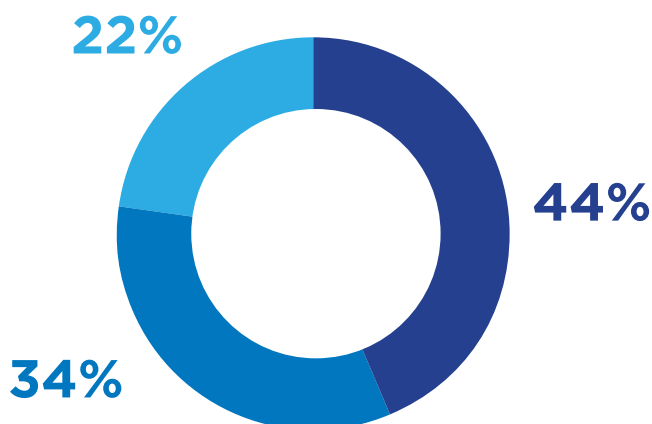
As of 2.28.2020



■ In Office    ■ Remote

### RTO Program Designations

As of 7.19.2021



■ In Office    ■ Remote    ■ Hoteling

<sup>6</sup> Percentages based on data derived as of July 2021

### Paper Paycheck Reduction

TriNet's payroll services managed \$44.9 billion in payroll in 2020 and these services include online tools and resources to assist our clients with managing and streamlining their payroll. In addition to direct deposit, TriNet also offers the option for worksite employees to receive pay via pay card. Over the last several years, we've focused on encouraging worksite employees to move away from paper checks and move to either direct deposit or a pay card. Reducing paper paychecks directly benefits our communities by reducing paper waste and the need to destroy trees that remove carbon dioxide from our air. We're optimistic that another positive consequence of paper paycheck reduction is that it reduces the travel needed to deliver a paper check to the worksite employee and reduces the resources that some of our worksite employees may have used to take the check to the bank, which will help decrease their carbon footprint. Our pay card option will not only decrease paper waste but should also have an impact on social equity by providing a solution to meet the needs of those worksite employees who choose not to use a traditional bank account.

As a result of TriNet's efforts, we've been able to reduce the number of paper paychecks we've issued. Between 2019 and 2020, we reduced the number of paper paychecks issued by 30%. In 2021,\* we reduced paper paychecks by 51% from 2019. We're encouraged by the trending direction of paychecks issued between 2019 and 2021\* and hope our worksite employees keep helping us to continue this trend. We're cognizant that paper paychecks directly and indirectly impact air, water, and land pollution, and we'll consider other alternative payroll access solutions that meet the needs of our worksite employees and have comparatively less environmental impacts.

As many as

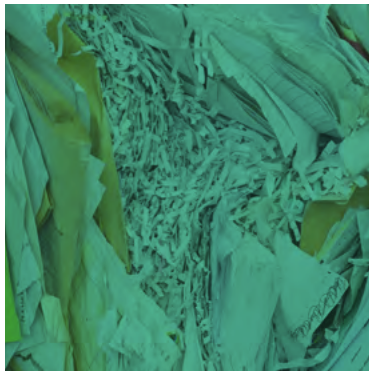
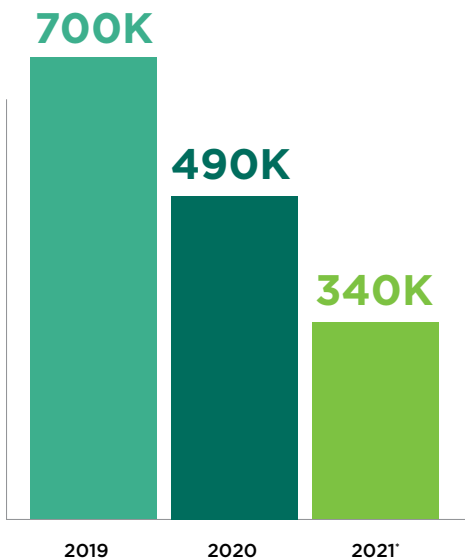
# 10%\*

of all U.S. employees are either not affiliated with a bank or "underbanked."

\*Source: American Payroll Association



Paper Paychecks Issued



Americans deposited

# 67.4 million\*

tons of paper and paperboard with municipal solid waste in 2018.

\*Source: EPA.gov

\* 2021 data as of 09/30/2021. Source: TriNet

### Real Estate and Facilities

TriNet's current portfolio of 13 offices across the U.S. is made up of 100% leased space totaling 414,000 square feet. The five largest sites comprise 75% of the total and two of them are Energy Star rated. Our headquarters in Dublin, CA is the largest site at 110,000 square feet and has a certified Energy Star score of 96 points. It also has low-flow water fixtures and uses desiccated reclaimed water sources for landscaping.

We used to have many more offices and have been reducing our office space for some time now. In conjunction with developing our RTO program, we've closed 11 offices totaling more than 112,000 square feet and 24 shared workspace locations. In doing so, we ensured the re-use of most of the furniture from those offices either by putting it in our remaining offices or selling or transferring the furniture to the landlord or the next tenant.

We work with landlords and lease space in buildings that focus on energy efficiency and sustainable operations. At each site, we work directly with property management and building engineering to ensure that TriNet operations are as efficient as possible, which lowers operating costs and reduces our environmental footprint. We also actively participate in building-led sustainability and energy reduction programs where available and consider energy efficiency in our design and construction projects.

During a recent refresh project at TriNet's more than 20-year-old Bradenton, Florida office, all lighting was replaced with energy-efficient LED fixtures that will result in a projected energy savings of 30% over the previous lighting fixtures. Improvements were also made to existing supplemental cooling units to increase energy savings and mission-critical uninterruptable power supply units were replaced with more efficient units. We're pleased with the efficiencies gained with these improvements.

**Treated, reclaimed water can be used for agriculture and irrigation, potable water supplies, groundwater replenishment, and environmental restoration. This leaves more resources to help enhance water security, sustainability, and resilience.**

Source: EPA.gov



**TriNet's Bradenton, FL office was updated with energy-efficient LED lighting. Learn about LED lighting.**



**Two of TriNet's largest five offices are Energy Star rated for energy efficiency. Learn about Energy Star.**

### Data Centers

Our technology investments help drive energy efficiencies and are fundamental to our energy efficiency goals. TriNet’s data center footprint includes both in-house and third-party locations. Since 2008, TriNet has utilized virtualization technology to reduce the number of servers required to run applications. Virtualization technology allows TriNet to be environmentally friendly by reducing IT energy costs through server consolidation. With virtualization rates of more than 90%, the number of servers required to support our corporate computing needs has been reduced. In 2020, TriNet replaced older storage arrays with new nimble arrays, eliminating nine full cabinets of disk drives and reducing monthly power consumption by 70,000 kWh<sup>7</sup>.

### Procurement

Supplier relationship management (SRM) is the practice of strategically planning for and maximizing the value of all interactions with third-party organizations that supply goods or services to TriNet. TriNet Procurement Services has created and defined an enterprise-wide SRM policy to best leverage our purchasing power and sustain our commercial advantage. Because it’s important that minimum standards are applied to procurement activities and supplier management, the policy defines the standards of governance and practices that must be adhered to by all TriNet colleagues, those working on behalf of TriNet, and those engaged in any form of commercial activity with the company’s suppliers.

TriNet’s SRM policy includes requirements for our suppliers with respect to environmental and social responsibility. Measures for all of our suppliers include factors such as the extent to which the supplier has environmental and social programs and policies, and whether they’ve been reviewed by internal or external auditors or received input from accredited third-party certification bodies.



“In 2021, data centers have been found to be responsible for approximately 2% of the world’s CO2 emissions

which is equivalent to the entirety of the global airline industry. I am very proud that TriNet has voluntarily initiated efforts to work toward data center carbon neutrality; and while I know we have more to do in this space, I am encouraged by the passion shown by our colleagues. I look forward to seeing how our approach to our environmental impact evolves over time.”

— Olivier Kohler  
EVP and Chief Operating Officer

TriNet eliminated nine full cabinets of disk drives and reduced monthly power consumption by

**70K kWh**



<sup>7</sup> Based on actual power consumption of devices and rates from Florida Power & Light.

## Recycling and Usage Reduction

### Workspace Furniture and Equipment

TriNet's real estate portfolio is dynamic in nature and changing business requirements drive changes in our office furniture and equipment requirements. We attempt to reuse furniture and equipment when we have a surplus at a particular site. Reuse may include at another TriNet location, a future tenant in the current site, or another party, either by selling or donating the furniture. If reuse is not an option, we look at various recycling channels.

For example, as part of our real estate consolidation effort to support the company's RTO program, TriNet closed a 15,000-square-foot office in Los Angeles, CA. We didn't have any opportunities to reuse the furniture on an in-house project and the building owner declined to keep the furniture for a future tenant. So, we turned to a decommissioning partner who was able to identify a business that would use the furniture. They removed 90 workstations and furniture from ten offices and eight conference rooms from the site. Avoiding the landfill is always the preferred outcome and this project ended in our furniture finding a second life at a new business.

### Computer Hardware

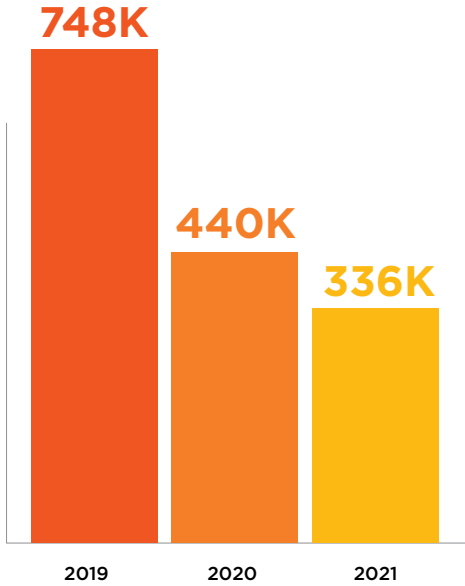
After the corporate use lifecycle ends for our computer hardware, TriNet ensures that the hard drive is thoroughly cleaned before being sold to vendors that refurbish and resell them. This is an integral part of the process to keep our colleague and customer data secure. Additionally, TriNet works with various e-waste vendors in each of our six major locations to dispose of our other electronic equipment.

To benefit our employees and the environment, TriNet is currently in the process of creating an employee laptop buyback program. The goal of this program is to provide colleagues the option of purchasing their laptops that are at their corporate end-of-life at a discounted price not only to incentivize better treatment of company equipment but also to encourage employee reuse of computers.





### Copy Paper Reams Purchased



Data as of 7/15/2021. Source: TriNet

### Paper Cup Reduction

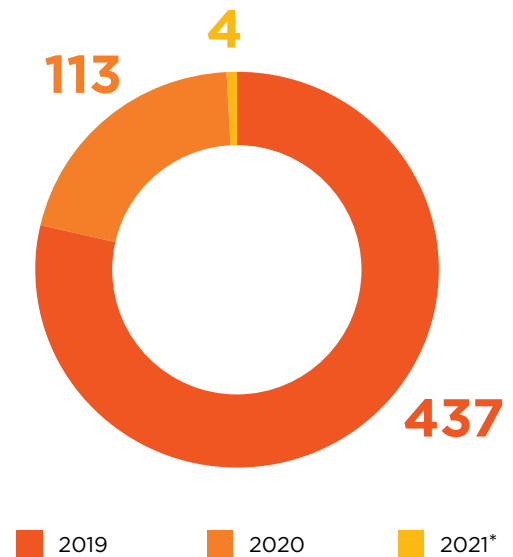
In May of 2019, TriNet sponsored a “Give Up the Cup” campaign in our Dublin, CA headquarters. From May to November 2019, paper cup consumption in the Dublin office was reduced by 50%. Year over year, from 2018 to 2019, company-wide paper cup consumption was reduced by 26%, and between 2019 and 2020, paper cup consumption was reduced by 74%.

TriNet’s reduced use of paper cups companywide is reflected in the number of paper cups we’ve purchased. In 2019, TriNet purchased 437 boxes of paper cups. That number was reduced to 113 boxes in 2020, partly due to the COVID-related office closures. As of July 15, 2021, largely due to the lockdown, TriNet has purchased only four boxes of paper cups. As a result of [TriNet’s Return to Office](#) program with its focus on remote work, we anticipate that paper cup usage will continue to trend in the right direction.

### Copy and Printer Paper Use Reduction

TriNet’s paper reduction philosophy is reflected in our purchase of copy and printer paper. Between 2019 and 2020, TriNet reduced its copy and printer paper purchases by 41% and from 2020 to 2021, we reduced our purchase by 24%. Between 2019 and 2021, TriNet’s purchases were reduced by 55%. Reductions in printing have also led to reductions in printers. Between 2019 and 2020, TriNet reduced the number of printers deployed in our offices by 49%, which resulted in an 87% reduction in direct energy consumption<sup>8</sup>. As devices are removed or replaced, they’re returned to our technology partner to be recycled or de-manufactured. Of course, the pandemic played a role in the most recent year-over-year reduction, but as some of our colleagues begin to return to our offices, we’re focusing on being much less reliant on paper and optimizing our inventory of printers through rightsizing and repurposing to other offices.

### Paper Cup Boxes Purchased



Data as of 7/15/2021. Source: TriNet

From 2019 through 2020, TriNet reduced its copy and printer paper purchases by **41%**

<sup>8</sup> Ricoh USA.

## The Green Team CRG

Established in 2021, the TriNet Green Team has more than 75 members and is one of a number of [TriNet Colleague Resource Groups \(CRGs\)](#). Its mission is to provide TriNet colleagues a place to come together, share, and drive forward environmentally focused ideas for living and business related to awareness, sustainability, environmental justice, and equity. The goals of the Green Team are to reduce costs of doing what we do at TriNet, both monetarily and environmentally, by reducing power usage, reducing work-related travel and commuting, and focusing on reduce, reuse, and recycle initiatives.



The Green Team seeks to raise awareness among its members and TriNet colleagues of volunteer, professional development, and mentorship opportunities within the Green Team, other CRGs, and TriNet's business initiatives. The team produces educational FAQs, topical content, and other resources, and encourages the use of volunteer time off to make a difference. The team has a dedicated page on TriNet's internal website that houses this content. The Green Team also conducts outreach to new hires and existing colleagues through various other engagement tactics and events.

The Green Team is creating an environmental speaker series that'll feature various environmental topics. The Green Team also hosted a virtual clean beach event during National Clean Beaches Week, July 1 through July 7, to engage colleagues in making small but positive steps for our environment beginning with trash pick-up on beaches and around storm drains that lead to beaches. A number of Green Team members are also actively involved in driving ESG efforts at TriNet.

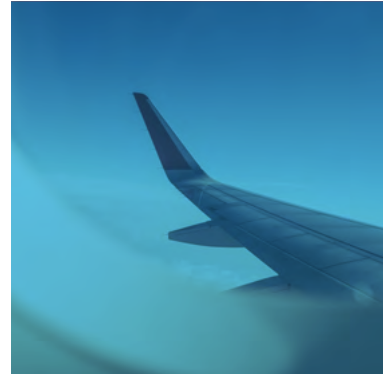


# WHY DO WE TRAVEL?

## Travel Policy

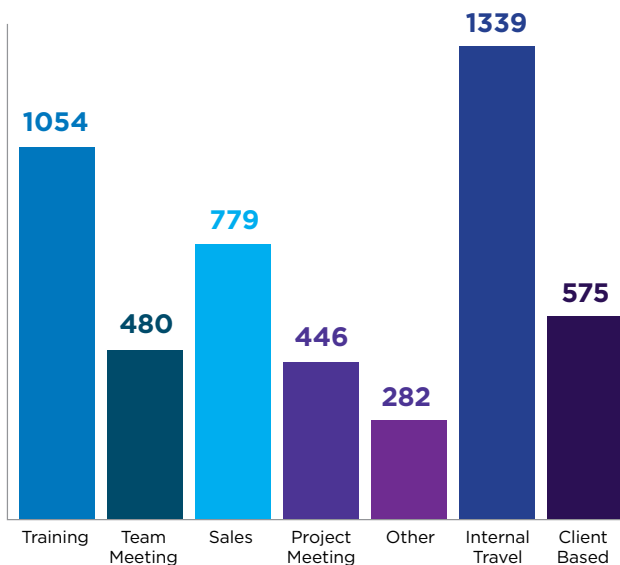
According to the most recent analysis available by the [Air Transport Action Group \(ATAG\)](#), the global aviation industry produced 915 million tons of CO2 in 2019, which was 2% of all human-induced CO2 emissions and 12% of all transport sources of CO2. ATAG is an independent coalition of member organizations and companies throughout the global air transport industry. TriNet's travel policy requires that colleagues travel only when there is a significant value for our business and when remote communication technologies are inadequate to the task at hand.

TriNet's air travel, measured by total flights booked, has been trending down since 2018 (please refer to the graph on next page). In 2019, TriNet booked 4,955 flights. In 2020, we booked 931 flights. The decline in travel is primarily due to the pandemic. As seen from the tables below, most of the travel was for internal travel and training purposes.

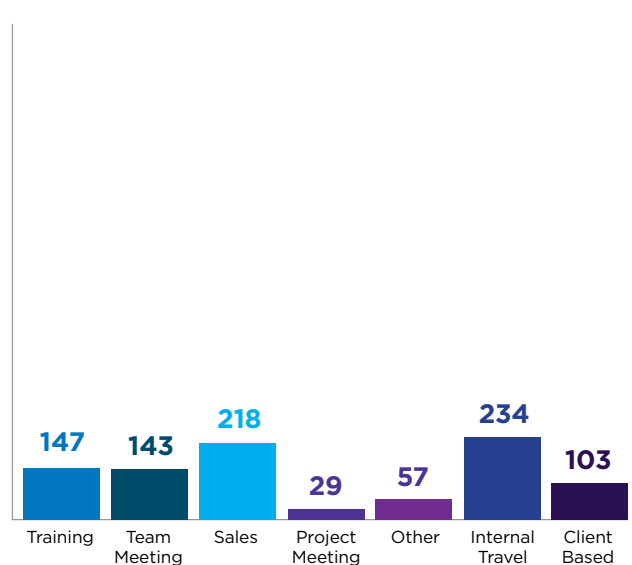


## Why We Take to the Air

**2019 Air Travel**  
(Purpose of the Trip)



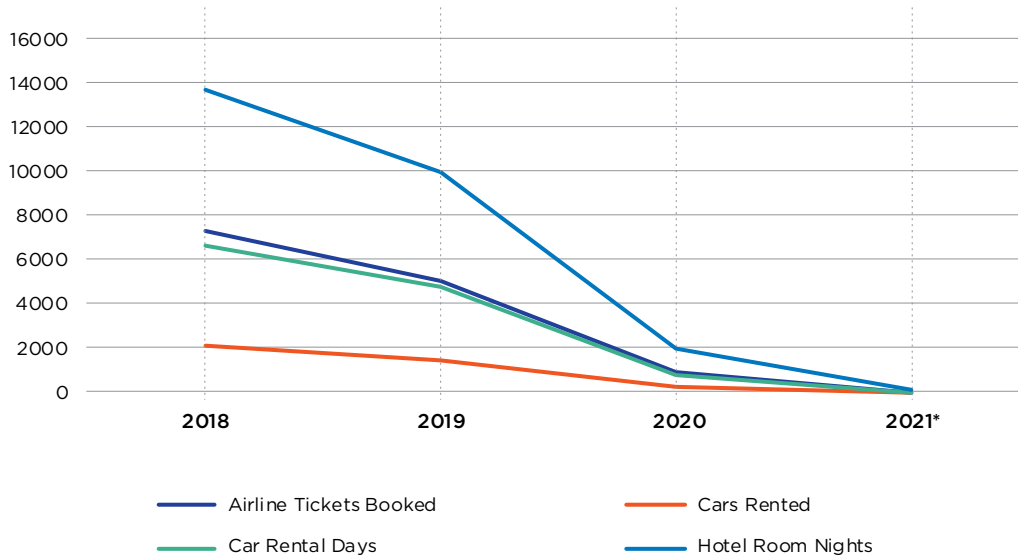
**2020 Air Travel**  
(Purpose of the Trip)



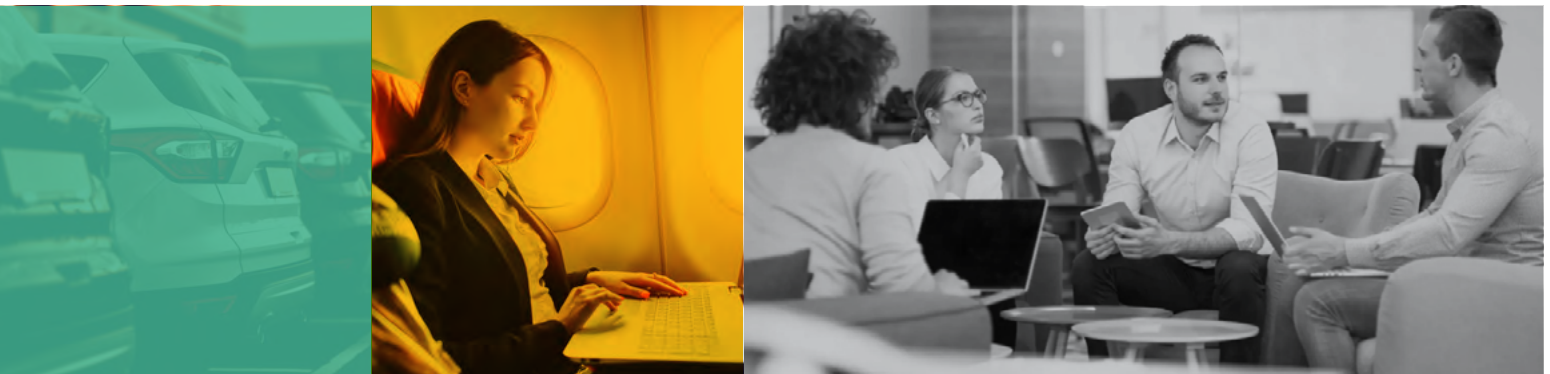
As shown in the graph below, year-over-year airline bookings were reduced from 7,301 tickets in 2018 to just 89 in 2021.\* Due to the pandemic, car rentals and rental car days were reduced from 2,069 car rentals and 6,580 car rental days in 2018 to two car rentals and six car rental days in 2021. Hotel room nights were reduced from 13,642 days in 2018 to 75 in 2021.\*

Furthermore, while the pandemic can be attributed to the majority of travel reduction in 2020 and 2021, the overall trendline was already seeing a steady decline. Post-pandemic, our organization will continue to focus on ways to maintain our travel metrics below pre-COVID numbers; for example, we will permit more flexibility with remote work and will continue to invest in tools that maximize the productivity and effectiveness of live meetings. In fact, as a company, we’ve learned a lot about where the value of in person engagement is impactful, and we’re looking to be very intentional about our travel going into 2022. We are hopeful that we will be in a position to report in 2022 that our year-over-year compare as against 2019 will show significantly less air travel in the “training” and “internal travel” categories.

### Travel Metrics



\*January 1 - June 30, 2021 Source: TriNet



# IMPACTFUL SOCIAL DEVELOPMENT



## Our Core Values

We put our core values at the center of what we do. We lead with our core values in our interactions with people, inside and outside of the company. These values guide us in how we improve the lives of our colleagues and those in our communities as we pursue our mission to power business success for small- and medium-sized businesses by supporting their growth and enabling their people. Practicing this shared set of values creates our enduring One TriNet culture.



“Leading the group that constructed the Social section of this report has been an honor. Through this effort, I have learned of so many wonderful things TriNet does for people inside and outside

of the company. I feel a sense of both responsibility and elation to have the opportunity to tell the world of TriNet’s accomplishments. I know other colleagues share this excitement, as evident by the enthusiastic response I received from colleagues unaffiliated with this project whenever I requested information, many going far above and beyond the original ask. This demonstrates the passion our colleagues have for this company as well as the community we have here”

— Anmarie Liermann, Senior Corporate Counsel, Employment Law Compliance, ESG Report Social Track Leader



## Employee Growth and Development

At TriNet, people matter. Our colleagues are our greatest asset. That's why it's critical for us to ensure they have the right capabilities to drive business success. We embrace a culture where learning is a part of our everyday work. We evolve our programs to respond to changing talent needs and business conditions while offering creative and effective ways for our colleagues to take control of their own career journeys.

Our strategy for developing talent is purpose-driven, performance-oriented, and principles-led. It's about driving the business forward while supporting colleagues' passions. We engage our colleagues in a way that involves them in how our company grows.

### Continuous Learning and Growth Opportunities

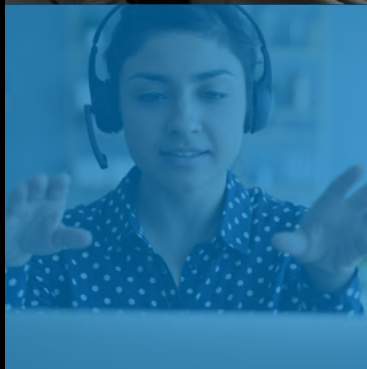
We believe colleague development should include experience, exposure, and education. We also recognize that everyone's learning and development journey is personal, so what we deliver is specific and tailored to meet each individual's needs. Our programs are offered using a variety of modalities to support live, virtual, on-demand, and self-directed learning. Our goal is to ensure our colleagues remain curious and innovative and continuously growing.



**“We want colleagues to come to TriNet not for a job, but for a career**

**where they have the opportunity to continuously grow and reinvent themselves.”**

— Cathy Manginelli,  
VP of Talent and Diversity



The infographic consists of six colored boxes, each with an icon and a title. From left to right: 1. Orange box with a play button icon, titled 'On Demand Options'. 2. Green box with a gear and person icon, titled 'Many Learning Modalities'. 3. Blue box with a person icon, titled 'Focused Content'. 4. Light blue box with a group of people icon, titled 'Peer Support and Coaching'. 5. Dark blue box with a person and laptop icon, titled 'Self-Directed and Personal'. 6. Purple box with a gear, bar chart, and person icon, titled 'Experiential Application'.

### Development for All Colleagues

- Skill development in-person and virtual classroom courses
- Online videos, books, simulations, and courses
- Orientation and business acumen curriculum
- Functional and technical training courses
- Mentoring program
- Performance support tools and job aids

### Development for People Managers and Executive Leaders

- Comprehensive frontline management curriculum
- Leadership development experiences and programs
- Better up-coaching and executive coaching
- Succession development / cross-business exposure
- Intact team building and organizational development
- Development multi-rater assessments
- Leadership circles and peer-to-peer learning

We offer comprehensive training to help colleagues build the technical skills needed to do their job. Every colleague is also offered performance support tools and resources so that after they complete training, they're supported back on the job when they apply what they've learned. We also provide them with professional development courses, such as skill development, and courses aligned to our company core values, DEI strategy, agile work methods, and customer focus. In addition, we provide a learning platform that offers online, mobile, and social learning opportunities in a watch, read, or listen format.

- **Skill development** courses have engaged nearly 62% of our colleagues. In 2020, we saw a 17% increase year-over-year in participation.
- **Compliance, Operations, Regulatory, Ethics (CORE)** is a comprehensive curriculum educating 100% of our colleagues on the laws, regulations, and company policies that apply to their business domain and to their day-to-day job responsibilities. This training develops, maintains, and improves the operational readiness of individuals and business units. This in-house training also covers Health Insurance Portability and Accountability Act (HIPAA), privacy, data, and information security.

**“The diversity of content and the energy demonstrated by the presenter was great. No matter how one learns or is motivated, there were learnings available.”**

**— Post-Workshop Survey Response**

## Career Planning Through Inclusive Technology

At TriNet, we want colleagues to achieve their career goals and to be able to access clear pathways to their next opportunity. We've invested in an online platform that matches a colleague based on their unique profile to available opportunities within the company. By using AI-powered software, colleagues are free to explore and pursue their growth based on their interests and skill sets. It'll also match colleagues to mentors, interesting projects, promotions, lateral transfers, and custom content based on their unique profile and uses relevant data without using factors such as age, race, gender, or disability status.



## Listening and Learning Strategy

We also believe all colleagues should have a voice and be engaged in their own growth and development. The following illustrates our listening strategy in which we monitor what we're hearing from colleagues to ensure there is upward, downward, and lateral feedback and learning.

As part of that learning strategy and as we continued to navigate our remote working environment, we recognized the importance of staying connected and aligned at all levels of our organization. To that end, in early 2021, TriNet launched a series of 10 virtual leadership roundtable conversations to have an open and candid dialogue around key topics that might be top-of-mind for our colleagues in a transparent and informal setting. Each session of the corporate leadership roundtable is led by two members of the executive leadership team. These sessions received an overall average satisfaction score of 98%.

## Listening Architecture





## Leadership Development

Our leaders at TriNet play a critical role in the success of our organization and the engagement and development of our colleagues. Because of this, they need the capabilities, resources, and tools to effectively lead their teams at every stage in their leadership journey, whether they're an aspiring leader, a new leader, or an experienced executive. TriNet has a comprehensive development curriculum for all of those stages. Our programs are designed to support company strategy and core values and develop leaders according to our leadership profile.

The training for leaders is comprised of formal courses, certified coaches, mentoring, and informal cohorts where leaders are learning from each other. We also leverage our leaders as teachers, providing them the opportunity to implement what they're learning by teaching our colleagues.

In addition to this curriculum, we offer Leadership Live events where we host external leadership experts, leadership circles, and a Rising Leaders program. We offer custom leadership experiences through rotational programs, shadowing, and exposure at the executive levels. To ensure we're developing leaders and preparing the organization for any leadership transitions, we conduct periodic succession and annual talent reviews where we assess our talent and outline targeted development for those leaders in key roles.



**“Our core values are the foundation for our One TriNet culture – a system of shared assumptions, values and beliefs that guide how we behave. I’m passionate about helping engage our TriNet colleagues in meaningful ways that allow us to collectively deliver on our goals.”**

**— Catherine Wragg, SVP, Human Resources**

## Management and Leadership Development Programs

<p><b>Emerging Leaders Program</b></p> <p>Emerging leaders learn and grow their leadership capabilities while building relationships with others in the organization.</p> <p><b>6-month program</b></p>	<p><b>Transitioning Into Management &amp; Management Essentials</b></p> <p>Prepares first time people leaders with the fundamental concepts to manage priorities.</p> <p><b>6 virtual 90-minute modules</b></p>	<p><b>Incredible TriNet Leaders</b></p> <p>Explores the key aspects of frontline leadership and applying different management techniques depending on the situation.</p> <p><b>7 biweekly virtual sessions</b></p>	<p><b>Leading Incredible Teams</b></p> <p>Examines the complexities of team dynamics and leadership and how to effectively translate strategies into action.</p> <p><b>7 biweekly virtual sessions</b></p>	<p><b>Leading an Inclusive Culture</b></p> <p>Examines multiple aspects of leading inclusively including unconscious bias, belonging and optimizing team diversity.</p> <p><b>5 biweekly virtual sessions</b></p>
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## Performance Development

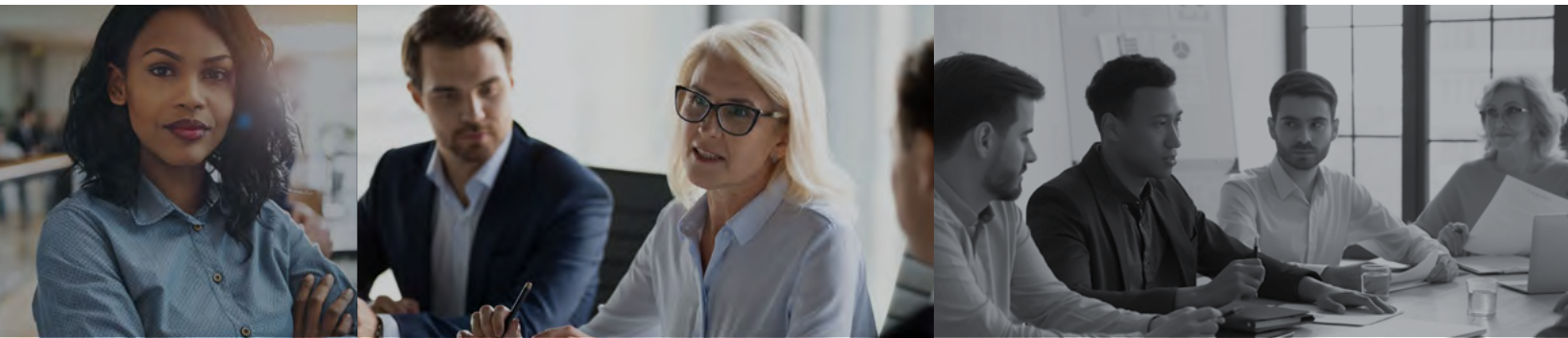
TriNet's performance development philosophy is based on a belief that performance is not just what you deliver but how you deliver against your goals. It's a blend of accomplishing performance goals while demonstrating our core values. During performance review periods, colleagues receive a performance rating based on their progress against goals and their demonstration of our shared core values. While we have a formal review process and cadence, we encourage a constant feedback loop between managers and colleagues throughout the year.

## Colleague Engagement

Colleague feedback is critical to establishing our culture. To that end, TriNet leverages a third-party survey provider to administer and analyze the annual Colleague Engagement Survey (CES). Questions on the CES are based on benchmarks and best practices shared by our vendor. They include questions on trust, the direction of the company, company culture, work/life balance, and whether the company provides colleagues with the necessary resources.

Managers with five or more direct reports receive their team's anonymized reports and are encouraged to share the results with their team. This enables managers to better understand their reports' concerns and desires. Giving managers their team's responses puts the information in the hands of the people who can best address any shortcomings in building a One TriNet culture.

In August 2021, 2,083 colleagues responded to the CES. Those colleagues penned 5,815 comments in addition to their responses, all of which were read by our CEO.



Despite the many challenges TriNet faced during the pandemic, including those challenges related to nearly all TriNet colleagues working from home, we're proud to share that TriNet's engagement and satisfaction score (eSat) was 74, which is 2% higher than the industry benchmark established by the vendor's professional services customers. Though the eSat score decreased from 2020 (eSat 78), we are trending higher than 2019 (eSat 72). This is in line with trends seen across the industry.\* ESat scores range from 0 (worst) to 100 (best). Converted to a percentage, TriNet's eSat favorability was 73%. The favorability percentage is calculated as the percentage of survey respondents who selected a rating of 4 or 5 (with 5 being the highest score) in response to the question: "How happy are you working at TriNet?" Colleagues responded to this question using a 5-point scale with 1 being "not at all" and 5 being "completely happy."

According to our vendor, this question has proven to have the highest correlation with the drivers of engagement, retention and productivity outcomes.

## TriNet colleagues also positively rated the following questions:

"I would recommend TriNet as a great place to work": **74**, one point higher than industry benchmark

"The work that I do at TriNet is meaningful to me": **82**, six points higher than industry benchmark

"I have good opportunities to learn and grow at TriNet": **73**, two points higher than industry benchmark

"I feel empowered to make decisions regarding my work": **77**, four points higher than industry benchmark

"I feel comfortable being myself at work": **78**, six points higher than industry benchmark

"I feel a sense of belonging at TriNet": **72**, two points higher than industry benchmark

While these scores are encouraging, we know our work isn't done. TriNet will continue to conduct the annual survey while also periodically issuing flash surveys to measure the team's pulse when significant events or changes occur within the company. In this way, we continue to make TriNet a place where our colleagues feel like they belong and understand how they help to power the success of our customers.

\* Glint's August 2020 Report "How Employees Are Feeling Right Now."

## TriNet's Rewards and Recognition

At TriNet, it's paramount that our colleagues are celebrated and recognized when they perform great work. Through TriNet's Rewards and Recognition program, colleagues are empowered to recognize each other's hard work, boost morale, and inspire productivity and performance.

Through our Appreciation Hub, TriNet's online company-wide recognition program, colleagues at all levels are provided several ways to recognize and value each other's efforts and contributions. TriNet colleagues actively extend e-Cards, points redeemable for merchandise on the Hub, and award nominations.

In 2020, 87% of our colleagues gave or received recognition through the Appreciation Hub. Happily, our platform vendor reports that this far exceeds their usual experience.

Beyond the Appreciation Hub, TriNet provides additional ways to reward colleagues. For instance, we provide service awards that celebrate career milestones. TriNet honors all colleagues by recognizing their tenure in the organization with service milestone awards that include a personalized award letter, service ribbon, and a cash award for certain milestones.

# 87%

of our colleagues gave or  
received recognition through  
the Appreciation Hub in 2020.



Furthermore, through TriNet’s Quarterly Recognition Awards Program, colleagues nominate and acknowledge individual contributors, teams, and leaders who go above and beyond in demonstrating our core values. Each quarter, the Incredible Heroes Awards honor individual contributors, teams, and leaders who bring our core values to life, support our customers and colleagues with challenges and create a meaningful impact.

Through TriNet’s Rewards and Recognition program, we create an engaged workplace culture that helps colleagues feel appreciated and recognized for their work. By making our core values come to life and recognizing those who are doing so, we help to build our One TriNet culture.



“TriNet’s focus on rewards, recognition, and company engagement demonstrates our ownership of our impact on our

colleagues and responsibility to create a healthy corporate culture. By investing time and effort in these areas, I believe we create a healthier workplace for our colleagues and, by extension, will mean better customer service. I look forward to see our ESG maturity develop in all areas.”

— David Hughson, Regional VP Sales

# Incredible

2020 COLLEAGUE RECOGNITION PROGRAM

Say **THANKS**  
Send **APPRECIATION**  
Celebrate **TOGETHER**

**92%**

Colleagues Logged into the Appreciation Hub

**14,390**

eCards and Award Nominations Sent

**87%**

Colleagues Gave or Received Recognition

**30%**

Cross-Functional Recognition

**488**

Quarterly Award Submissions

**51%**

People Manager Recognition

Data as of December 31, 2020.

## Benefits and Wellness Program

### Benefits

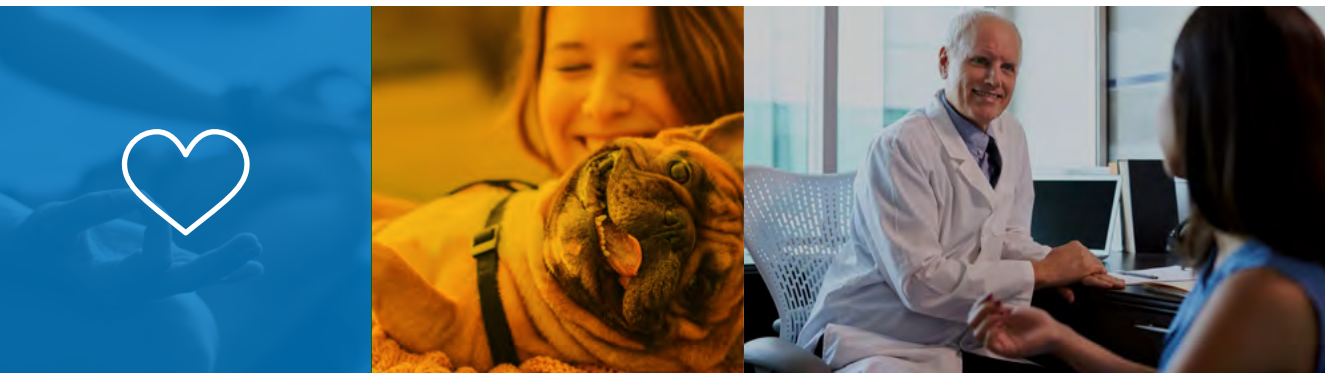
TriNet acknowledges that we have a talented workforce with many employment options. We know employees do not only consider their pay when making employment decisions. We also understand that benefits are an important component of competitive compensation and demonstrate to employees how much TriNet values their efforts beyond what they see in their paycheck.

TriNet conducts market-based research to ensure that total compensation is aligned with the market and our employees' contributions. TriNet analyzes how we're doing with total compensation and pursues ongoing enhancements to our benefits offerings.

### Health and Welfare

To support colleagues with families beyond our robust medical, dental, and vision benefits, we offer a parental leave policy which includes paid leave even for new hires, paid sick and family leave, dependent care flexible spending accounts, life and AD&D\* insurance, and an employee assistance program (EAP). Spouses, domestic partners, and dependents are eligible for health insurance. We also know that members of a family can come in all shapes, colors, and species. For many of our colleagues, pets are part of their family. That is why we are pleased that pet insurance is also available to ensure that every member of our colleagues' families can have access to coverage.

TriNet also designed a wellness program that rewards colleagues with wellness points for completing healthy behaviors such as attending webinars, meditation sessions (with an available meditation room at our headquarters), volunteering, and ergonomic reviews. Almost half of TriNet employees participate in some portion of the wellness program.



\* Accidental death and dismemberment

**TriNet's 2021 Incredible Race team challenge had 411 colleague participants who collectively logged more than 103 million steps in 30 days.**

### Standing Together and Stepping Together

Our individual and team step challenges are especially popular. Our April 2021 Incredible Race team challenge had 411 colleague participants who collectively logged more than 103 million steps in 30 days. Clearly, we are an organization that not only stands together, but we step together. We are thrilled that 298 participants achieved the 150,000-step milestone including our CEO! Our June 2021 Trek Challenge saw 269 colleagues racking up 329,102 minutes of movement, with 211 colleagues reaching the lauded 600-minute milestone to achieve the American Heart Association recommendation of 150 minutes of physical activity per week. Colleagues can redeem wellness points for over one million items, including gift cards, fitness trackers, and even electronics.

In 2021, TriNet also introduced a service that provides assistance to employees, their spouses, domestic partners, dependents, parents, and parents-in-law to navigate their insurance coverage and assist in insurance claims and appeals procedures.



### Financial Wellness

As for colleagues' retirement, we offer a 401(k) plan with a generous company match of up to 4% of the colleague's eligible compensation. Of the eligible colleague population, approximately 95% participate in the 401(k) program and of those who participate, the average annual employer matching contribution is approximately \$3,875 per colleague.

TriNet also provides colleagues access to financial and retirement planning services, including free access to their financial planning services and free meetings with financial advisors, and health savings accounts (HSAs) which can pay for medical care during retirement.

We strive to have our success be our colleagues' success and, as such, we provide all eligible colleagues company ownership opportunities through our Employee Stock Purchase Plan (ESPP). Approximately 47% of eligible colleagues participated in our most recently completed ESPP purchase in May 2021.

## Response to Events in 2020

Our experience with the pandemic reinforced that a healthy workforce is fundamental to the company and our corporate values. In response to the pandemic, TriNet provided additional paid sick and family care leave to colleagues. We also added subsidized caregiving services to our compensation suite, where TriNet subsidizes the cost of premium membership through a third-party vendor's suite of caregiving tools and 10 days of back-up child and elderly care. In further demonstration of our commitment to colleague financial and physical wellness, in 2020 we gave all eligible colleagues a health reimbursement account or health savings account (for those with high-deductible health plans) of \$500, funded entirely by the company. Furthermore, in 2020 and 2021, we allowed colleagues mid-plan year opportunities to change their benefits plans and FSA or HSA contribution amounts to better fit their health care needs during the pandemic.

In addition to the global pandemic, 2020 brought the nation's attention to societal inequities. As such, TriNet continued to communicate with colleagues regarding these unprecedented events, the possible impact these events could have on colleagues' mental well-being and reminding them of the availability of our EAP in hopes of increasing usage as well as destigmatizing mental health issues. Consistent with this focus on well-being and equity, TriNet and our colleague resource groups, including [TriNet Lighthouse for Colleagues \(TLC\)](#), planned events, pursued ongoing conversations about mental health, educated colleagues on illnesses that strike particular ethnic groups or genders as well as prevention practices, and continued to serve as a resource and supportive community for our colleagues.



## Additional Perks

Our colleagues also have access to:

- Varied discounts in our online Marketplace
- Employee appreciation company swag
- Colleague resource group (CRG) membership gifts
- Free access to a weight loss platform
- Financial well-being webinars
- Ergonomic assessments of home workplaces with equipment to remedy deficiencies
- Generous expense reimbursement policy

We understand a mentally, physically, and financially stable colleague is good for us and for society. In addition, we hope that our efforts to provide access to health, mental, financial, and nutritional support show how much we value our colleague stakeholders.



## Our Benefits and Wellness Programs

### Health and Welfare Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- AD&D insurance
- Supplemental life insurance
- Supplemental AD&D insurance
- EAP
- HSA
- Dependent care flexible spending account
- Health flexible spending account
- Short-term disability insurance
- Long-term disability insurance
- Pre-tax commuter benefits

### Voluntary Benefits:\*

- Legal service plan
- Auto, home, and renter's insurance
- Pet insurance
- Accident insurance
- Hospital indemnity insurance
- Critical illness insurance
- Personal excess liability insurance
- Individual disability insurance (IDI)

### Retirement and Equity:

- Employee stock purchase plan
- Employee stock ownership
- 401(k) with company match

### Paid Leave:

- Paid personal time off
- Paid sick and family leave
- Volunteer time off
- 11 paid holidays and one floating holiday
- Parental leave



### Safeguarding Protected Health Information

TriNet's systems are designed to safeguard the privacy and security of our colleagues' health information consistent with applicable federal and state laws. TriNet might receive aggregate information to enhance its benefits program offerings and its third-party vendors will never disclose colleague personally identifiable health information either publicly or to TriNet. Protected health information (PHI) held by TriNet is not sold, exchanged, transferred, or otherwise disclosed. Any third-party representative who handles PHI for purposes of providing colleague services as part of the benefits program must adhere to the same confidentiality requirements. Colleagues won't be discriminated against in employment because of the medical information they provide by participating in the benefits program, nor may colleagues be subjected to retaliation if they choose not to participate.



\* While TriNet is the single-employer sponsor of all its health and welfare benefit plans, these are voluntary benefits and are not ERISA-covered group health insurance plans.



### Diversity, Equity, and Inclusion

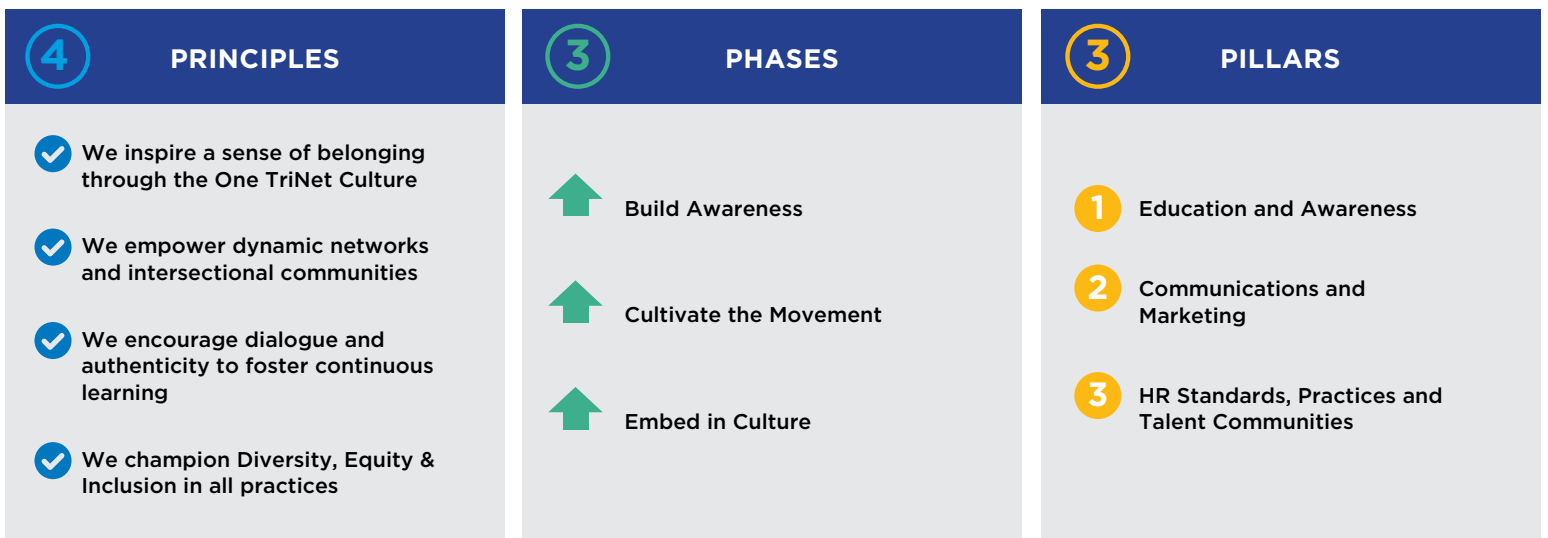
At TriNet, building a culture of belonging will always be a journey. TriNet’s Diversity, Equity & Inclusion (DEI) vision is to have a culture where colleagues feel they belong, their individual needs are supported, and they’re encouraged to bring their authentic selves to work. Together, we focus our efforts on raising awareness, increasing understanding, and evolving practices to ensure an equitable, inclusive, and diverse workplace. Just like culture, it’ll take a dedicated and intentional effort from all colleagues to achieve this vision.

2020 was pivotal for us to more intentionally and transparently focus on our culture, rooted in our TriNet core values and the philosophy of a One TriNet workplace. We have created a strong foundation to accelerate key programs and to empower colleagues to support overall DEI efforts.

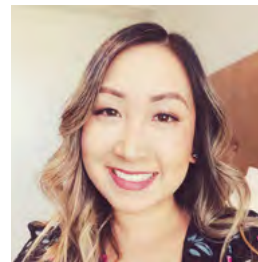
We’ve built a framework that informs how we execute on our DEI strategy. This framework is built upon foundational principles to align all our DEI work and supports three pillars of execution. Our DEI framework outlines what we hope to achieve, why it’s important, and guides our journey. It also informs our specific annual goals and initiatives tied to our DEI strategy.



## TriNet DEI Framework



While we recognize that many companies use diversity as a metric to measure equality, our business guidepost is about inclusion. It’s about an underlying shared purpose to which everyone can subscribe. So, belonging is our goal and inclusion is our path to unlocking the value of diversity.



**“It has been such a rewarding experience developing programs to support our diversity,**

**equity, and inclusion efforts. I’ve had the opportunity to bring so many colleagues together to build a culture of belonging at TriNet and am so proud of how much we have accomplished.”**

**— Nhung Tran, DEI Manager, Acting Chief of Staff, Human Resources**

## DEI Overall Program Management

### DEI STEERING COMMITTEE

Guide, advise and support DEI strategic goals and aligns to company mission and vision.

### DEI LEADER

Lead the company DEI strategy, optimize organizational culture, align TriNet’s DEI goals with business outcomes.

### DEI LEADS

Drive DEI efforts through partnership with working committee and CRGs.

#### DEI WORKING COMMITTEE

Support DEI strategic initiatives  
DEI Allies and Culture Carriers  
DEI Messaging and Branding

#### COLLEAGUE RESOURCE GROUPS

Culture Carriers  
CRG Events  
Align to DEI Goals

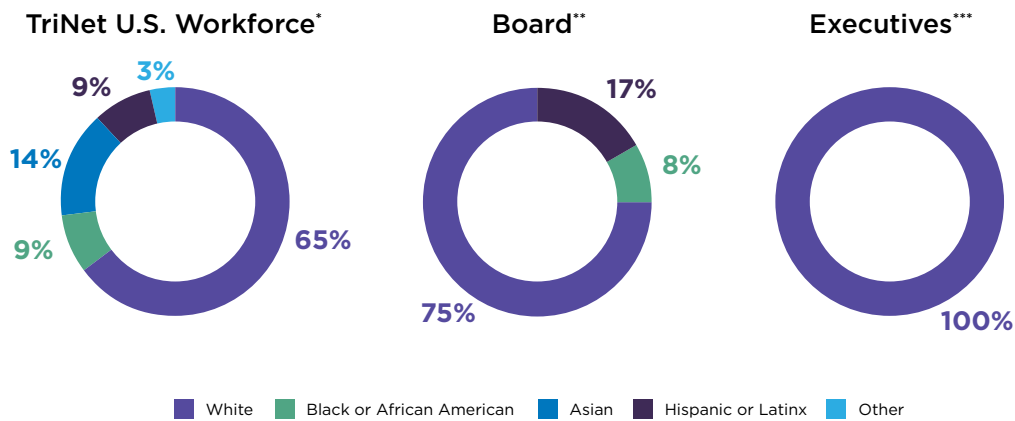
### Embracing Diversity Moving Forward

From honoring and recognizing a paid holiday for Juneteenth as a day of remembrance in American history (before it was a federal holiday) to encouraging colleagues to notify others of their pronouns to granting new parents 12 full weeks of paid leave regardless of gender, TriNet strives to lead the way in providing a culture of belonging.

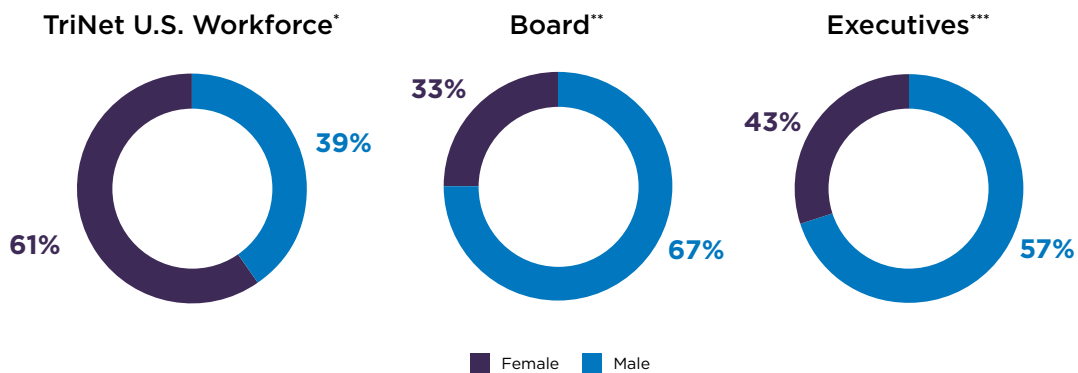
TriNet has strongly invested in cultivating this movement and will continue to drive efforts over the next few years. “Diversity is a much broader topic than what is visible or obvious. It’s all about our individual backgrounds and appreciating each other on a human level. We all should feel like we are connected in some way to each other—even if it is just around our mission/vision and purpose to serve our clients,” said Burton Goldfield, CEO.

We can’t know where to go without knowing where we are. The charts below represent the gender and racial composition of our board, our executive team, and all other positions. We recognize the gender composition data is represented in a binary format; this classification format aligns with the [SASB](#) disclosure standards that we referenced when developing this report.

### Racial/Ethnic Composition



### Gender Composition



\* Percentages based on data derived from TriNet and is representative of composition data as of September 30, 2021. Percentages do not include board or executive management data.

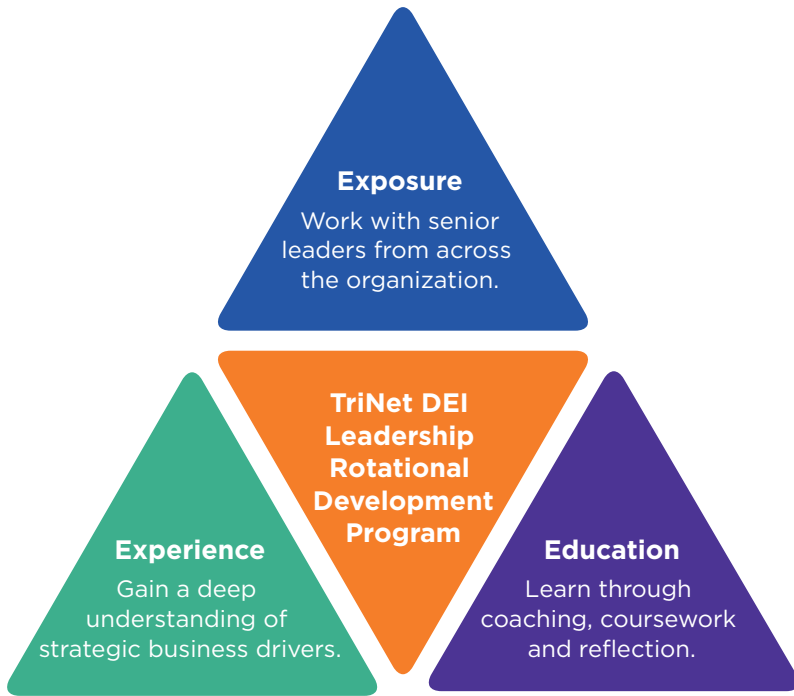
\*\* Percentages representative of composition data as of October 2021.

\*\*\* Percentages based on data derived from TriNet and is representative of composition data as of September 30, 2021. Percentages do not include board or non-executive management data.

### Leadership Development Rotational Program

We developed our DEI Leadership Rotational Program with the goal of developing a pipeline of diverse leadership talent from within the company. The program pairs one or two colleagues with a business leader or member of the executive leadership team to serve as that person’s chief of staff for 18 to 36 months. This program serves to:

- Develop leaders with different backgrounds, views, perspectives, and experiences that lead to better business decisions for TriNet
- Facilitate a process to provide visibility and development for diverse leaders at senior levels in the organization
- Increase our talent pool through an intentional focus on developing the most diverse talent at senior levels in the organization



Key responsibilities include meeting and project management, strategic planning and communications, and relationship management.



**“It is my privilege to be chosen as Chief of Staff to TriNet’s Senior Vice President, Chief Legal Officer, and Corporate**

**Secretary, Samantha Wellington. TriNet’s Leadership Rotational Program has created an amazing pathway for me and other program participants. We are able to gain knowledge, experience and visibility to different parts of the organization and our industry. I can drive and own projects that I am passionate about for the company with our CLO’s incredible leadership and guidance. This role is largely based on building trust and getting things done; I’m excited to see how my role, my perspective, and this program evolves.”**

**— Mathew Ted Thomas, Chief of Staff to SVP, Chief Legal Officer**

## Commitment to Learning

Some of the many DEI-related events we provided resources for over the past year include:

- Celebration of months, such as Black History Month, Asian Pacific Heritage Month, National Hispanic Heritage Month, and Pride Month, by raising awareness and understanding through intranet posts on their history and meaning, book and movie discussions, gamified learning, recipe sharing, colleague spotlights, and featured guest speakers
- Coffee talks where colleagues can speak about designated DEI issues such as supporting anti-violence against Asians, allyship, and mental health and which in 2020 alone had 634 colleagues attend
- Incredible Workplace training to provide education about issues of microaggressions, unconscious bias, bullying, and harassment which were attended in 2020 by 2,167 colleagues over 101 live virtual sessions

We are also committed to educating our customers about DEI. A survey conducted by TriNet during its inaugural PeopleForce conference last year found diversity initiatives more popular than ever compared to all other company initiatives, yet more than half of companies have not implemented any form of DEI training. TriNet continues to pave the way for SMBs to create a diverse, equitable, and inclusive work environment by shining a spotlight on these important issues. We strive to do that in part through the TriNet DEI Series, a series of stories that we launched in March 2021 on our [Rise](#) platform, a dynamic digital hub where voices from the workplace come together to share inspirational stories and on-the-ground perspectives that shape the future of work. Users can also journey through illustrative stories and scenario-based outcomes involving issues such as [building diversity in the workforce](#), [equity and equality](#), and [unconscious biases](#) to provide tangible examples of what it means to foster a diverse, equitable, and inclusive workplace.



## Hiring and Retaining Diverse Talent

TriNet is committed to principles of equal employment opportunity because we recognize the value and importance of treating applicants, interns, and colleagues in a fair, equitable, and non-discriminatory manner.

TriNet aspires to:

- Provide an inclusive work environment where colleagues can bring their authentic selves to work and where differences are respected and valued
- Attract and retain a diverse pool of qualified applicants and colleagues
- Cultivate a workforce reflecting the communities in which we live and work

Why? We believe TriNet's vision to become the most trusted advisor to SMBs can be achieved by the collective work born out of our colleagues standing together. We recognize that our colleagues will naturally produce incredible work when they feel like they belong; and part of that feeling of belonging requires having the same opportunities as a colleague in any given office or virtual meeting. We try to create such an environment by making a commitment to provide equal employment opportunities.

TriNet is committed to ensuring our policies, programs, and workplace support our DEI strategy. To that end, we've implemented language auditing software to remove bias in policy language, updated all our HR policies and evaluated our benefits and pay for parity and inclusivity.

We also promote pay transparency by implementing voluntary practices that supplement our compliance with pay transparency laws. For example, TriNet no longer asks for current wage of prospective candidates. We also engage our Total Rewards team to help identify accurate market pricing of jobs. Additionally, TriNet uses an AI-enabled career development and recruiting tool that allows us to use a blind resume process during the selection process, source from a wider pool of talent, and facilitate career growth and internal mobility.

We recognize that implementing internal practices is only one part of our DEI journey; we need to also take steps to measure the impact of our efforts. For instance, TriNet conducted a pay equity audit in 2021 as a way to hold ourselves accountable and demonstrating our commitment to pay equity.



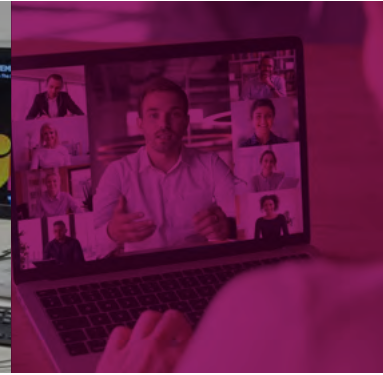
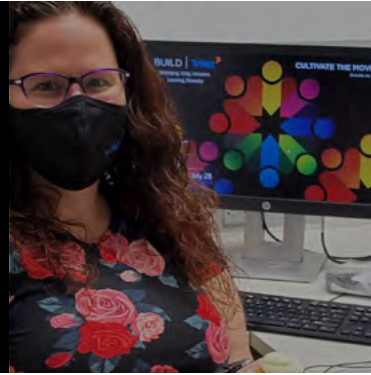
**“I’m honored and humbled to have been selected as a participant in one of TriNet’s programs geared towards**

**developing leaders and facilitating career growth and internal mobility. After almost 15 years as a practicing attorney, TriNet has provided me with an amazing opportunity to make a significant change in my career from lead counsel, corporate, to chief of staff to Catherine Wragg, SVP of HR. Recently, I’ve been asked to take on the position of acting head of Total Rewards, which further provides me with an opportunity for career advancement while continuously bringing my diverse perspective to inform better rewards decisions for TriNet.”**

**— Helen Hong, Acting Head of  
Total Rewards**



Belonging, Unity, Inclusion, Learning, Diversity



### TriNet BUILD

In May 2021, TriNet had its inaugural week-long virtual internal DEI conference, BUILD Week. BUILD stands for Belonging, Unity, Inclusion, Learning, and Diversity. The conference schedule was organized into distinct tracks of education, exposure, and experience related to DEI. BUILD Week had over 40 sessions with sessions led by notable DEI experts, TriNet board members, internal TriNet leaders, and colleagues, with over 85% of TriNet colleagues participating. Some of the BUILD Week session topics included unconscious bias, unlearning oppression, cancel culture, creating an inclusive culture with a hybrid workforce, the hidden dimensions of inclusion, fostering belonging, and the difference between equity and equality. We also implemented our next culture learning map focused on belonging where colleagues participate in an interactive experience discussing various aspects and actions to our culture and DEI strategy.

### Colleague Resource Groups

Colleague resource groups (CRGs) are colleague-led, self-directed voluntary groups that offer opportunities to network internally, attract a diverse colleague base, provide an inclusive space for the sharing of ideas and business solutions critical to TriNet's success, and create opportunities for mentoring and career development. TriNet provides CRGs with a budget and encourages them to hold events open to CRG members, allies, and anyone with an interest in the CRG. Events held so far include coffee talks on issues of interest to those CRG communities, cooking demonstrations, beach clean-up events, and virtual book clubs.

In addition to providing a safe space, TriNet's CRGs are utilized strategically for colleague development. We envision the CRGs to be woven into TriNet's tactical plans to achieve our long-term strategic goals. It is important to us that sponsorship of the CRGs at TriNet means that colleagues who take part can stretch beyond their normal skill sets. We hope that the CRGs at TriNet create opportunities for colleagues to grow as individuals by developing their leadership skills, project management skills, and cross functional engagement skills. We hope that these



**“As the Executive Sponsor of the Women @ Work Colleague Resource Group (W@W CRG), I am pleased to be**

**able to see the incredible way a CRG at TriNet can be used to shape our culture and our colleagues. In 2021, this CRG alone has hosted monthly meetings with topics covering career progression, caregiving, infant loss, and personal brand building. The CRG has established a book club, and strategized on how to effectively contribute to our organization. I'm not only excited about what the W@W CRG will accomplish in 2022, but also looking forward to seeing how CRGs further develop participants and our One TriNet culture.”**

**— Kelly Tuminelli,  
EVP, Chief Financial Officer**



CRGs enable our colleagues to touch the organization in ways that their regular work assignment would not normally allow them to do. We encourage colleagues to include impactful work done within a CRG and skillsets learned through work with a CRG into performance reviews.

As of June 2021, there were nine CRGs where over 450 colleagues are connecting with one another, mentoring, learning, and taking an active role in supporting DEI efforts and driving change across the organization.

## CRG Mission Statements



**Asians@TriNet:** To build an inclusive community and provide a support network focusing on career development, Asian cultural awareness, community outreach, and mentorship programs.



**TriNet Lighthouse for Colleagues (TLC):** To provide an inclusive community of belonging where colleagues across TriNet can support each other through a variety of mental health-oriented initiatives and educational events. The group provides resources to improve mental health, increase resiliency, and remove the stigma surrounding mental health issues.



**Black Employee Network (BEN):** To create a collaborative space for all TriNet colleagues to support the success of Black colleagues within the organization.



**Women @ Work:** To empower women through developing and strengthening their voices at TriNet.



**Green Team:** To provide similarly engaged TriNet colleagues a place to come together to share and drive forward environmentally focused ideas and living/business solutions, including awareness, sustainability, and environmental justice/equity.



**Women of Color (WOC):** To build a high-trust professional network and community for Women of Color colleagues and their allies while cultivating a sense of belonging and engagement and serves as an inspiring forum to promote conversations and ideas that'll bring a diverse approach to challenges, drive innovation, growth, and Women of Color talent retention here at TriNet.



**Juntos!:** To drive awareness within the Latino/Hispanic colleague community highlighting cultural identities to leverage experiences within TriNet.



**Working Caregivers:** To stand together as working parents and caregivers and utilize each other as support in a collaborative environment.



**TNET PRIDE:** To build colleague connections in a safe and courageous space. Empowering, supporting and celebrating our incredibly diverse LGBTQIAA+ community. We build community through educational events, volunteerism and giving.

### TriNet Life

Our social events initiative, TriNet Life, was founded on three goals:

- Creating opportunities for colleagues to interact in order to increase morale, motivation, and engagement
- Creating camaraderie among and across departments
- Ensuring colleagues feel appreciated no matter their location

Historically, TriNet Life accomplished these goals with office-level events such as Halloween costume contests, make your own terrariums, the popular treat trolley, and the yearly holiday party (with the opportunity for a colleague to enter to win a free trip to another office's party including all associated travel and lodging costs).



However, when COVID-19 struck and colleagues were dispatched to work remotely, TriNet Life faced the challenge of meeting its goals in the remote work environment. This was a time when colleagues could use a morale boost due to separation from the office as well as the community effects of the pandemic.

TriNet Life rose to the challenge with the Miles Apart, Together at Heart campaign. In March 2021, more than half of our workforce (1,766 colleagues) requested TriNet-branded t-shirts but were surprised to receive boxes full of goodies and activities to encourage camaraderie. Colleagues received bean bag toss sets and coloring books with colored pencils. Colleagues were encouraged to schedule time as a team to partake communally in completing art activities—all with the goal of bringing a feeling of togetherness and One TriNet.

When colleagues return to the office, TriNet Life will further the One TriNet goal by moving to a more multi-office model of events, enabling colleagues to make social connections across TriNet’s offices virtually or in person, as safety protocols allow. TriNet Life also looks forward to partnering with other groups, such as TriNet Volunteers (TriNet’s volunteerism group) and the wellness program, to support colleague goals and successes.



“TriNet Life is always looking for ways to unite colleagues for fun and networking of all TriNet background including tenure, departments, and positions of all levels.”

— Genea Scally, Senior Manager, Administrative Services

## TriNet Votes

We recognize that our culture of encouraging diverse viewpoints and equal participation shouldn't be limited to our organization but should be applied to society as a whole. The ability to freely express opinions is rooted in many of our traditions but none more so than the ability to vote! Yet too often engaging in the political process is neither promoted nor encouraged in the workplace. We decided to address this issue head-on leading up to the 2020 U.S. elections through the establishment of our non-partisan TriNet Votes initiative.



### Promoting Participation Through Education

A central element of our initial TriNet Votes initiative was to convey the importance of not only the 2020 election but the political process generally. In doing so, we published articles authored by TriNet colleagues about such things as the U.S. Electoral College and the history of voting rights, created engaging video content featuring over 40 cross-functional colleagues sharing their thoughts about voting, and remembrances of their first-time voting (the latter gathering nearly 1,000 views). We also launched a company-wide scavenger hunt designed to encourage colleagues to learn more about the importance of voting. Understanding that discussions around voting may impact our work environment, we also published materials intended to guide our colleagues through these issues and promote our culture of respectfulness and inclusivity.

Here is a representation of the first words that came to certain TriNet colleagues when they think about the concept of voting in October 2020:



### Equipping Colleagues to Participate

As a company with offices and remote work locations throughout the U.S., we recognized that while our colleagues may appreciate the importance of voting, the practical steps necessary to cast their ballot might be unclear. As such, we provided a variety of state-specific voting resources, including a "Create Your Own Voting Plan" tool, designed to equip our colleagues with the information needed to make their voices heard, a chart reflecting state voter registration deadlines, and links to voter registration sites.

### Empowering Participation

Unfortunately, one of the primary impediments to voter participation is not a lack of desire to vote but an inability to find the time to do so among professional and personal demands. That's why we provided all of our colleagues with four hours of paid voting leave that they could use to vote in the 2020 election. To further this goal of providing colleagues with the opportunity to carry out their civic duty, we also implemented a "No Meetings Day" where we discouraged colleagues from holding meetings on Election Day. TriNet was proud to join nearly 2,000 other companies in making a commitment to enable our colleagues to vote during their work schedules as part of the nationwide Time to Vote initiative.

## Supporting Diversity Among Suppliers and Business Partners

We're proud to be part of a company that focuses on diversity, equity, and inclusion. We're thrilled to extend the DEI philosophy to sourcing our suppliers.

TriNet recognizes the importance of supplier diversity and is committed to ensuring that it is an integral part of our strategic sourcing and procurement processes.

We believe that enabling business enterprises owned by women, the differently abled, veterans, LGBTQIAA+ persons, and other historically underrepresented folk contributes to the success of the organization and society. Our commitment is to maximize the participation of these groups through the development of mutually beneficial business relationships with diverse firms.

### Supplier Diversity Program

To this end, we created a Supplier Diversity Policy that's designed to include a diverse supplier in each of our requests for proposal. Additionally, we consider our vendors' spend with diverse suppliers when assessing contract renewals.

The Supplier Diversity Program's objective is to promote sourcing of services and goods from diverse suppliers by:

- Actively seeking certified suppliers owned and operated by historically underrepresented groups
- Ensuring the inclusion of diverse suppliers as part of TriNet's strategic sourcing and procurement process
- Reporting on supplier diversity both to internal and external partners

To ensure our objectives are met, we have a dedicated colleague who oversees the policy, reports on metrics, and identifies areas for improvement. Furthermore, we conducted an inaugural survey of suppliers in March 2021. The goal of the survey was to set a baseline for future years. This baseline will be used to measure improvements in the diversity of suppliers and identify suppliers with a commitment to diversity similar to ours. It'll also serve to ensure a diverse spend. TriNet's mission is to enable us to achieve our operational and financial objectives by delivering high quality products and services at a great value through a diverse supplier base. Our efforts contribute to the economic and social vitality of our communities and enhance TriNet's leadership role in our industry.

### Legal Vendors

TriNet requires diversity from its legal partners as well as its suppliers and requires that the law firms representing both TriNet, and our customers through our employment practices liability insurance (EPLI) program, have a commitment to diversity, equity, and inclusion. Additionally, we request that our firms work to staff our cases with attorneys with diverse perspectives. We believe that diversity of experience and thought enriches our legal representation and leads to the best results for our organization and community.

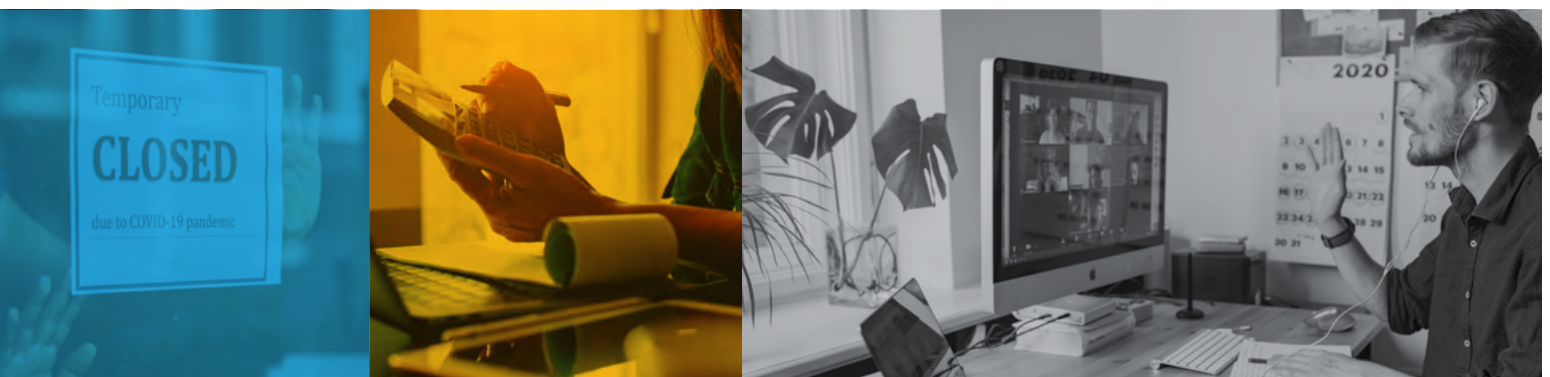
## Responsible Innovation for a Rapidly Changing World

We don't believe that we're simply providing a service to our customers. Instead, we're supporting our customers as they pursue their dreams. In doing so, we recognize that there is one essential element at the heart of every customers' pursuit: its people. That's why our innovation at TriNet is inextricably linked to the ultimate goal of enabling our customers to attract, retain, and empower the best possible talent. In an ever-changing business environment, these goals may often seem daunting. However, we've developed products and offerings that allow our customers not only to adapt but to thrive in their industry.

### Adapting for Our Customers in an Ever-Changing Environment

In these times of rapid change, businesses must be equipped to adapt at a moment's notice. In doing so, organizations must prioritize technology and incorporate software releases designed to meet these changing needs. That's why agility is at the core of TriNet's online platform. We actively consider how to innovate our products and platform to help our customers comply with the changes they face.

When the Families First Coronavirus Response Act (FFCRA) was passed in response to the pandemic, our customers needed to respond quickly in order to obtain its benefits, even though the law itself was brand new. TriNet leveraged its platform to quickly implement FMLA expansion, emergency paid sick leave, and applicable tax credits in time for our customers to benefit. Extensive reporting was required for many of these different programs. We rolled out online tools such as FFCRA analytics and proof of payments for the Paycheck Protection Program, as well as average payroll cost for loan submission to enable the necessary reporting.



Our mobile application in particular has been a major focus of our platform innovations. Whether employees are at work and need to stay connected or at home needing to access benefits or payroll information—some things can't wait until they are in front of a computer. We continue to develop our mobile application to meet the needs of our customers and worksite employees. For example, in order to facilitate fast communication during the pandemic, TriNet circulated relevant COVID-19 notifications to our customers' employees on behalf of our customers.

During the COVID crisis, we also temporarily expanded our telehealth programs to help our worksite employees who weren't accessing their health insurance benefits through TriNet. We also provided access to two customized telehealth options. Each of these telemedicine programs provided access to a doctor anytime, anywhere with no consultation fee. These programs enabled subscribers to talk to a doctor by phone or via online video chat to get a diagnosis, explore treatment options, and get a prescription, if necessary. The programs also offered discounted rates on a range of services including vision, dental and, prescription medication. Moreover, TriNet worked with carriers to extend medical, dental, and vision benefits, as well as other benefits such as life and disability, to worksite employees who were furloughed or on unpaid leave during the pandemic.

### Supporting Our Customers

We know that HR challenges don't operate on a 9-to-5 workday. With businesses working around the clock, customers need an HR solution that can provide services when they need them. This is what TriNet provides through our customer service initiatives, including our new Connect 360 service model where customers can connect with an HR expert who can resolve their problems by chat 24/7 or by phone from 6 a.m. to midnight ET. During the pandemic, TriNet facilitated access to short-term health insurance so that unemployed or furloughed workers could access fast and flexible temporary medical insurance solutions to meet a coverage gap. We developed new processes for both furloughing employees and bringing them back as business began to reopen. We also developed benchmark data to help customers understand from an HR perspective the impact changes are having on their business. This led to scenario planning, reprioritization of resources, and ultimately communication planning to strengthen the business.



**“Our customers look to us in times of need, whether it is a sensitive human resources item or they are looking to create and consult on a competitive benefits offering for new market expansion; we have the expertise to support them how and when they need it. Our core value of Lead with the Customer is a foundational element in our approach. The power of big HR is behind all of our customers so they can realize their potential and vision knowing that they have the support.”**

**— Tom Rose, VP, Customer Solutions**

## Equipping Our Customers

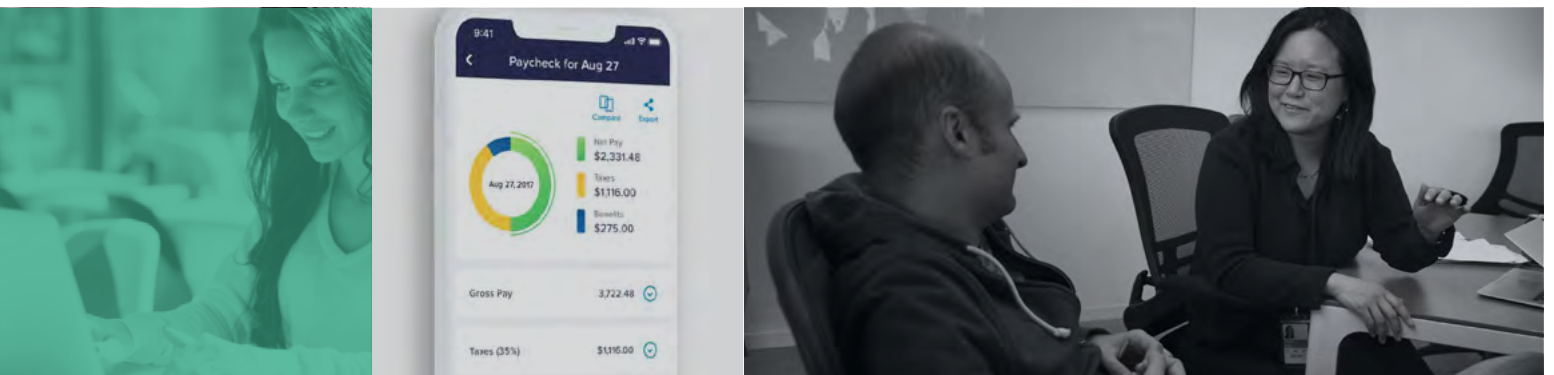
As a company's business environment changes, so does its HR complexities. There are myriad evolving legal and regulatory issues that impact how an organization can operate from an HR perspective. Businesses must have the expertise to convert this information into actionable next steps. The last thing any SMB leader has time for is figuring this out on their own.

At TriNet, our dedication to innovation doesn't stop at the products we offer. It extends into the industry-leading thought leadership content we create. As new HR challenges arise, we host webinars and produce how-to videos that equip our customers with the information they need. Furthermore, we partner with national leading law firms to provide our customers an online reference library featuring tools, legal updates, videos, 50-state surveys and checklists to assist our customers with legal compliance and protecting employees' rights in the ever-changing employment law landscape.

## Strengthening Our Customers

Our innovation goals are not limited to helping our customers thrive in the present. We want to support them in creating their ideal future workplace. As such, we provide innovative tools needed to foster equitable and inclusive teams, while making it easier to manage those teams from wherever they are.

To help SMBs offer equitable and competitive compensation for comparable jobs, TriNet developed the Compensation Benchmark Report. This tool allows our customers to tap into 15,000 unique job titles, across 225 industries by company size for every ZIP code. They can also leverage data on career progression and other related jobs with similar skills. More importantly, with this tool, business leaders can feel confident they remain competitive and can attract and retain the right talent. This is just one way TriNet helps our customers to stay ahead in these rapidly changing times.



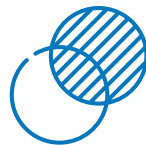


## Privacy

At TriNet, we recognize that in order for us to provide our customers with the incredible experience they expect, data privacy must play an integral role in the design and structure of our technology, business operations, and the services we provide. We are highly focused on privacy expectations of our customers, and our systems are designed to comply with regulatory requirements. TriNet has developed a comprehensive privacy program that is intended to protect the privacy of the information entrusted to us by our clients and worksite employees.

The data provided to us by our customers and worksite employees is central to the industry-leading services we offer. As we continue to create innovative products, this data will be central to our ability to power the success of SMBs. We recognize that the data entrusted to us—whether by our customers, worksite employees, or our internal colleagues—is often an individual's most sensitive personal data.

Our privacy efforts also extend to informing our customers about the privacy risks they face. For instance, last year, as a result of COVID-19 and the nationwide shift towards remote working, TriNet's privacy officer saw an opportunity to increase awareness around social engineering and similar fraudulent practices. Understanding that these threats would very likely increase under the new working conditions caused by COVID-19, with organizational support she and our chief security officer produced a privacy and security-related webinar accessible not only to our customers, but to any interested SMBs across the country.



### Transparency and Disclosures

TriNet is in the business of delivering industry-leading HR outsourcing services to our customers. TriNet does not sell any personal information—we only collect and store personal information that is reasonably necessary to provide our services. The ways in which we process and handle the information we collect is described in our [Privacy Policy](#), which is updated annually.



### Data Retention and Destruction

TriNet only retains personal information provided to us for the duration reasonably necessary to provide the services for which it was collected, or as required by law. To ensure these principles are adhered to, we maintain documented data retention and destruction guidelines.



### Privacy Training

Being responsible data stewards is an organization-wide effort. That is why TriNet colleagues are trained on changing privacy practices. This includes required annual training courses for TriNet colleagues, including those specific to HIPAA and the handling of sensitive information.

## Corporate Social Responsibility

We always look to improve humanity at TriNet. Our corporate social responsibility approach to giving and volunteering strives to improve humanity through creating, expanding, and amplifying our efforts to support nonprofits whose mission is to foster positive change, economic development, and the growth of entrepreneurship. Furthermore, recognizing that SMBs are the mainstay of the U.S. economy, our Historically Unrepresented Businesses program aims to give a hand to businesses owned by persons not typically represented as owners in our customer base.

An important core value for us is Make an Impact. Just as we serve SMBs and seek to improve humanity through business growth and innovation, we want TriNet to be a company that serves through giving. By giving, we can make a lasting and positive impact on our colleagues, our customers, and the communities in which we operate.

To that end, in April 2021 we announced a new approach to volunteerism and giving through TriNet's Corporate Social Responsibility program. The program will guide our efforts toward improving humanity. It's led by three executive sponsors who provide strategic planning and operational oversight and is comprised of two components: TriNet Foundation and TriNet Volunteers.





### TriNet Foundation

TriNet Foundation, a donor-advised fund of TriNet, makes donations to a nonprofit organizations that foster positive change, economic development, and the growth of entrepreneurship related to veterans, historically under-represented businesses, or trade schools and entrepreneurial education programs.

The TriNet Foundation's first donation was to Black Girl Ventures (BGV), a unique nonprofit that creates access to capital for Black and Brown woman-identifying entrepreneurs. BGV identifies, disrupts, and directs financial and social capital to entrepreneurs by creating access to capital, community, and capacity building, allowing founders to sustain their businesses so that they can create intergenerational wealth. As a result of these disruptions, society then becomes more equitable, leveraging the playing field for these founders. Since its inception, BGV has funded 130 Black and Brown women founders across 12 cities through its signature crowdfunding pitch competition.

"This collaboration will provide our founders with access to funding, corporate mentorship and access to our incubator platform, providing community, capital and capacity to grow their businesses," said Shelly Bell, Founder and CEO of Black Girl Ventures. "We are excited to be partnered with TriNet to continue to bring access to capital, capacity and community for Black and Brown women-identifying founders."



**"This collaboration will provide our founders with access to funding, corporate mentorship and access to our incubator platform, providing community, capital and capacity to grow their business."**

**—Shelly Bell  
Founder and CEO, Black Girl Ventures**



## TriNet Volunteers

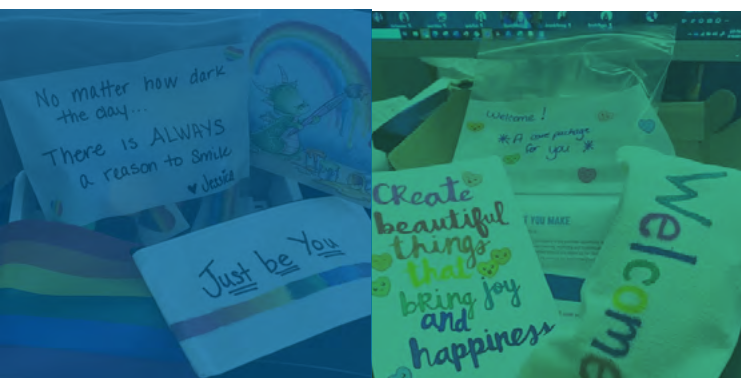
TriNet Volunteers is an internal program that provides our colleagues with the opportunity to lend their time and talents to meaningful volunteer efforts while helping entrepreneurial nonprofit organizations achieve their missions through the spirit of volunteerism. We also empowered colleagues interested in leadership to assume TriNet Volunteers ambassador (leadership) roles. A total of 34 colleagues raised their hands to take on these important roles in the inaugural class.

As it has since 2014, TriNet assisted with this effort by providing all colleagues with eight hours of paid volunteer time off (VTO) per year. As of June 2021, colleagues had taken 360 hours of VTO this year and have taken 9,326 paid volunteer hours since 2014.



EVENT	QUARTER	DESCRIPTION
Colleague Volunteer Story Submissions	General	Colleagues shared stories about volunteer experiences which are highlighted on TriNet's intranet each quarter.
Teacher Appreciation Cards	Q2	Colleagues were provided a pack of five TriNet-branded thank you cards and envelopes to show their appreciation to teachers in their lives. 195 teachers were given teacher appreciation cards penned by our colleagues.
TriNet Ambassadors	General	Colleagues volunteered to become ambassadors to brainstorm and plan volunteer events.
LGBTQIAA+ Care Kynd Kit (BUILD)	Q1	Colleagues created care packages during BUILD Week for members of the LGBTQIAA+ community. 100 members of the LGBTQIAA+ community received care packages created by colleagues.
Immigrant Care Kynd Kit (BUILD)	Q1	Colleagues created care packages during BUILD Week for immigrants recently released from a detention center. 100 immigrants recently released from a detention center received care packages created by colleagues.
Supply A Teacher Well Wish Card	Q3	Colleagues were provided a pack of six well wish cards to complete for students and teachers.
Supply A Teacher Supply Box Sets	Q3	TriNet partnered with Kids In Need Foundation to provide supply kits to teachers.

TriNet Volunteers is already off to a great start in the first year of its current format. We are humbled by this response and grateful for the opportunity to engage a largely remote workforce with volunteer initiatives that can be easily done almost anywhere.



### Historically Underrepresented Businesses

TriNet's mission to power the success of small- and medium-sized businesses by supporting their growth and enabling their people drives us to strategize ways to help effectuate change. With this in mind, TriNet has developed a program to assist our small- and medium-sized customers owned by populations historically underrepresented in the business community, which includes persons of color, women, the differently abled, veterans, and the LGBTQIAA+—or those who have a stated mission of funding, coaching, educating, or working with such businesses. We met with various organizations and managers of government programs looking to find best methodologies, avoid known challenges, identify appropriate guardrails, and define principles for this kind of business program. Based on these efforts, we formed a model for a program and tested our theories via existing customer focus groups and other interested SMB owners and decision makers.

We are building a program with four pillars: Education, Mentorship, Access to Capital, and Access to Government Programs.

In May 2021, we launched the first pillar, Education, in association with an organization with a venture capital and not-for-profit arm that supports the same business community that we sought to target with this initiative. This organization offers educational programming to help entrepreneurs of smaller companies learn what it takes to develop an effective plan to fund business growth and to train owners of larger companies on growth behavior, growth strategies, tools for managing growth, people, and a three-year growth plan. These programs were made available to a targeted group of customers at steep discounts. We'll gauge interest, learn how to streamline processes, and establish a feedback loop to make sure we give our customers the programming they need to succeed.

We're thrilled to offer this program to the historically underrepresented segment of our customer base and are excited to see how it unfolds. We look forward to developing additional pillars in the future.



# CORPORATE GOVERNANCE PRACTICES

An essential part of meeting our corporate responsibilities to our stockholders is establishing and maintaining appropriate and strong governance policies and practices. At TriNet, we focus on good governance in every aspect of our business—from the composition and practices of our board of directors to the policies and procedures our colleagues follow every day. We celebrate our governance practices because they promote transparency, fair-dealing, and compliance with legal requirements, as well as help to maintain high ethical conduct and standards. We've built our governance to try to avoid repetitive, internal feedback loops and to encourage diverse perspectives.



**“I am honored to be part of the team that supports our board members. TriNet’s commitment to maintaining diversity in board members’ skill sets, backgrounds, experience, and knowledge helps us to grow as a**

**company and aid us in quickly analyzing and addressing risks. I am proud to work for a company that maintains transparent governance and executive compensation policies and has established a robust code of business conduct and ethics. As we move forward, I believe it is the strong, diverse leadership and core governance principles and policies that will be the foundation for an incredible future.”**

— **Matt Slack, Corporate Counsel,  
Tax & Corporate, ESG Report  
Governance Track Leader**



## Independence of the Board of Directors

We appreciate that growth comes from systematic review and internal reflection. TriNet recognizes that prudent governance starts with independent directors on our board. Our board conducts regular reviews of its composition, the composition of its committees, and the independence of each of our directors. Other than Burton M. Goldfield, by virtue of his position as our CEO, each of our directors is “independent” as defined under the listing requirements and rules of the New York Stock Exchange<sup>3</sup>. In making this determination, our board considers the current and prior relationships that each non-employee director has with TriNet and all other facts and circumstances the board deems relevant in determining their independence, including the beneficial ownership of our capital stock by each non-employee director. There are no family relationships among any of the director nominees, directors, or any of our executive officers.

## Board Leadership Structure

TriNet’s core values are embedded in how we do business. Keeping our core value of Act with Integrity in mind, our board chair and CEO positions are currently separate to reinforce the independence of our board in its oversight of our business affairs. We believe our current board structure enhances the effectiveness of our board by positioning it to objectively evaluate and oversee management’s performance, ensure management accountability, and align management with TriNet’s best interests and those of its stockholders. Among other things, our board chair has authority to call and preside over board meetings, set meeting agendas, and determine the materials distributed to our board. The chair also serves as the board’s lead independent director. In this role, the chair presides over periodic meetings of the board’s independent directors, serves as a liaison between our CEO and the independent directors, and performs additional duties as determined and delegated by the board.



**“I am dedicated to helping companies realize their full potential and now, more than ever, they need our support to reach that potential. TriNet’s mission is to power the success of small and medium-sized businesses by supporting their growth and enabling their people. I am excited to work alongside them, my fellow board members, and the entire TriNet team to help these businesses succeed.”**

— **Myrna Soto, TriNet Board Member, Finance and Audit Committee Member, Risk Committee Member**



<sup>3</sup> NYSE Listed Company Manual Section 303A.02.

## Board Composition

TriNet recognizes that diversity in experience, skill sets, and personal backgrounds of members of our board are key to good governance. Currently, 12 directors serve on our board, including four directors who identify as women<sup>4</sup> and three directors from historically underrepresented communities.<sup>5</sup> TriNet has added three new directors since November 2020, all with skillsets and backgrounds that we consider additive to our incumbent board members. With the addition of these new directors, we have a mix of tenures and the average tenure for our board is 8.75 years which is under the Russell 3000 2020 average of 10.4 years.

Our board consists of three classes of directors, each serving a three-year term. We believe that our staggered board approach helps to ensure our directors have consistency with our business and enough time to learn our business and make an impact. It also provides protection against opportunistic attempts to control or influence the company, including those that could deprive our stockholders of value or advance short-term agendas. We are aware that certain proxy advisory firms take the view that staggered boards reduce directors' impact and work rate on behalf of stockholders because the longer service terms mean the pressure to be re-elected each year is reduced and the arrangement does not allow for an easy, immediate overhaul of a board if it becomes needed.

## Role of the Board in Risk Oversight

One of the key functions of our board is informed oversight of our enterprise risk management program. Our board administers this oversight function directly as well as through the board's standing committees. Our officers are responsible for day-to-day management of the material risks that TriNet faces. Our board committees each play a vital role in risk oversight for our company:



### THE RISK COMMITTEE

reviews the design of our enterprise risk management program and monitors our management's operation of that program, including risk trends, significant risk exposures, and the quality and effectiveness of our technology security. Our Risk Committee also oversees the nature and level of risk appropriate for TriNet.



### THE FINANCE AND AUDIT COMMITTEE

reviews our major financial risk exposures and management actions to monitor and control these exposures. It also monitors our compliance with legal and financial requirements and oversees the performance of our internal audit function.



### THE NOMINATING & CORPORATE GOVERNANCE COMMITTEE

monitors the effectiveness of our corporate governance guidelines and oversees governance risks, such as director independence and conflicts of interest.



### THE COMPENSATION COMMITTEE

assesses and monitors compensation risks, such as management incentives and potential for excessive risk-taking related to our compensation policies and programs.

<sup>4</sup> As defined in California Senate Bill No. 826 Corporations: Boards of Directors, signed September 30, 2018.

<sup>5</sup> Defined as "an individual who self-identifies as Black, African American, Hispanic, Latino, Asian, Pacific Islander, Native American, Native Hawaiian, or Alaska Native, or who self-identifies as gay, lesbian, bisexual, or transgender" under California Assembly Bill No. 979 Corporations: Boards of Directors: Underrepresented Communities, signed September 30, 2020.



Our board receives periodic updates from our management and their independent advisors throughout the year regarding the risks that TriNet faces and reviews our enterprise risk management program at least annually. In addition, our committees meet periodically with our management and their independent advisors to review risks and risk management processes relevant to each committee’s respective area of oversight. Our committees regularly report to the board and have the ability to raise material risk exposures to them.



**“Now, more than ever, it is vital that we band together to stand with our entrepreneurs, who are the lifeblood of the economy. America’s businesses are facing enormous challenges and I am thrilled to join the TriNet board as an advocate for small- and medium-sized businesses and business leaders.”**

— Ralph Clark, TriNet Board Member, Nominating and Corporate Governance Committee Member, Compensation Committee Member

**8.75 YRS**

average tenure of our board

**25%**

of our board is from historically underrepresented communities



**50%**

of committee chair leadership roles are held by women

# ORIENTING TO THE BUSINESS

## Assembling the Team

We try to ensure our board is made up of individuals who rally around a common purpose, collaborate, communicate openly and share mutual respect for each other. That is why we have created a formal process by which we select and on-board new directors. We aim to select highly qualified candidates who, if appointed to the board, will be able to learn our business and make a positive impact as quickly as possible.

If a new candidate is under consideration for board membership, all then-current board members are given the opportunity to meet and speak with them. In the spirit of our core value of Standing Together, the new candidate will also meet with TriNet's CEO, CLO, and other senior management. All new candidates undergo a background check and complete TriNet's Director Questionnaire which asks a candidate for the board about directorships and positions with other companies, their potential relationship with auditors, their family members' relationships with TriNet and other potentially related parties, and other questions designed to establish the candidate's independence under NYSE rules and provide a background and skill sets for consideration. This form of disclosure is important to us to maintain principles of honesty, transparency, and ethics.

## Framework for Success

If a candidate is appointed to serve on our board, we provide them with the tools they need to learn about TriNet so they can add value at their first meeting. The newly appointed director will meet with senior staff to get more detail on what our processes are, the current topics that the board is working on, and a briefing on the technical and legal aspects of their new role. They are also given access to educational material to familiarize themselves with our business. The material includes an introduction and background to our PEO industry; recent TriNet SEC filings; information on being a director of a public company; key corporate policies; board and committee charters; corporate governance guidelines; and legal and regulatory memos dealing with subjects such as attorney-client privilege, required SEC filings for directors, and stock ownership. We also know that having these resources available for reference is important. We make sure all introductory materials are always available to all of our directors for a quick reference when needed.

# WELCOMING COMMUNICATIONS

## Stockholder Communications with the Board

Our board has adopted a [Stockholder Communication Policy](#) that includes a formal process by which stockholders may communicate with the board or any of its directors. Any interested person also may communicate directly with the presiding lead director or the independent or non-management directors. Persons interested in communicating directly with the independent or non-management directors regarding their concerns or issues are referred to the procedures for such communications in our Stockholder Communication Policy. We also facilitated stockholder participation by ensuring that our stockholders had access to live virtual broadcasts of TriNet's annual general meeting of stockholders in 2020 and 2021.

# PARTNERSHIPS

## Board Outreach

TriNet believes that bringing our board members together with our colleagues is important for transparency, comradery, and a sense of professional community. We host events that give board members an opportunity to speak directly to our colleagues regarding their experiences and ideas for the future of TriNet. Colleagues are also able to ask questions and provide feedback to board members. In 2021, TriNet hosted [BUILD Week](#) during which certain board members spoke to colleagues about diversity, equity, and inclusion. These outreach events help our directors better understand the needs and concerns of our colleagues and serve to make our directors more approachable to our colleagues. By bringing these groups together, we're promoting our goal of "One TriNet" by showing that regardless of one's position, we share the same mission, vision, core values, and goals.



## Governance of Subsidiary Entities

Like other large public companies, TriNet operates through many different subsidiaries. Our company has established a subsidiary oversight committee that reports to our executive management team and is comprised of cross-functional colleagues to help ensure that we follow a consistent approach across our organization in the oversight, risk management, and maintenance of our subsidiaries.

## Policy Highlights

### Code of Business Conduct and Ethics

Our board has adopted a [Code of Business Conduct and Ethics](#) that applies to all of our colleagues, executive officers, and directors, including those executive officers responsible for financial reporting. Our board and our board committees receive periodic and incidental reports as matters may arise from our chief compliance officer, who is also our chief legal officer, and our internal audit department regarding potential violations of the code, our ethics hotline activity, and other complaints we may receive regarding potential ethics violations or our financial controls, accounting, and other auditing matters. We intend to disclose any amendments to this code or any waivers of its requirements on our website to the extent permitted or required by applicable SEC rules or stock exchange requirements.

### Vendor Code of Conduct

TriNet has adopted a Vendor Code of Conduct that describes TriNet's expectations for vendors, suppliers, contractors, consultants, third-party agents, and their employees when conducting business with TriNet. TriNet developed the vendor code earlier this year, and we will be focused on its implementation during the next several months.

As conceived, the vendor code will be in addition to each vendor agreement between vendors and TriNet. It will not relieve or amend any obligation that a vendor may otherwise have with TriNet. As with a failure to adhere to contractual requirements in a vendor agreement, however, failure to comply with the vendor code may jeopardize a vendor's relationship with TriNet.

The vendor code calls upon our vendors to embrace one of TriNet's core values of Acting with Integrity and to join in our commitment to maintaining employment, labor and contracting standards, and to enhancing diversity, equity and inclusion as well as environmental sustainability.

The code requires applicable vendors to meet specified governance criteria, including certain advertising standards and sales practices; compliance with all applicable anti-bribery, anti-money-laundering, securities, competition and antitrust laws and regulations; and transparency in relationships to avoid conflicts of interest. In addition, the vendor code requires vendors to create a system for their own employees to raise concerns internally. It also establishes an outlet for vendors to notify us if they suspect that a TriNet colleague has not been acting in compliance with the law, ethical business practices, or TriNet's core values.

## HOW TO SPEAK UP

If you have questions about our Code of Conduct or if you suspect a violation of the code or the law, you should:

- Email [ethics@trinet.com](mailto:ethics@trinet.com)
- Email our CCO directly at [chiefcomplianceofficer@trinet.com](mailto:chiefcomplianceofficer@trinet.com)
- Contact the Ethics Hotline and portal (anonymously if you wish)
- By phone at **800.307.3065**
- Online at [trinet.gan-compliance.com/report](https://trinet.gan-compliance.com/report)

It also requires adherence to proper employment, labor and contracting standards (including a prohibition against unlawful discrimination in any employment decisions, and a prohibition against the use of oppressive child labor, forced/ involuntary labor, slavery or trafficking of persons). The vendor code further requires a safe and secure workplace and respectful employment practices that are humane, decent, and fair.

The vendor code further asks vendors to report periodically on their investments and subcontracting activities involving small and socio-economically diverse suppliers, such as those owned by minorities, women, the disabled, veterans, and lesbian/gay/bisexual/transgender individuals, and other small businesses.

Finally, the vendor code asks our vendors to operate in an environmentally responsible manner that starts with compliance with environmental laws, regulations, and standards in the countries in which they operate, whether pertaining chemical and waste management and disposal, industrial wastewater treatment and discharge, recycling, air emissions controls, environmental permits, or environmental reporting. The vendor code further requires compliance with the [Organisation for Economic Co-operation and Development \(OECD\) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High-Risk Areas](#).

### Corporate Governance Guidelines

Our board has adopted [Corporate Governance Guidelines](#) to assure that the board will have in place the necessary authority and best practices to review and evaluate our business operations as needed and to make decisions that are independent of our management. The guidelines are also intended to align the interests of directors and management with those of our stockholders. Our guidelines set forth the practices our board intends to follow with respect to board composition and selection, board responsibilities, board meetings and involvement of senior management, CEO performance evaluation and succession planning, and board committees and compensation.

### Regulatory Affairs Policy

TriNet has adopted a Regulatory Affairs Policy that guides TriNet's public policy interests, political donations, and engagement with policymakers and helps to ensure that TriNet remains compliant with election laws. Like many companies, TriNet engages in public policy advocacy on issues that impact our business at the federal, state, and local levels. We believe that participating in the legislative and regulatory process helps protect our small business customers, our worksite employees, and our colleagues and is an important part of responsible corporate citizenship. The TriNet Regulatory Affairs team works closely with all of our business lines to manage legislative and political activities.



**“As more and more companies adapt to a changing landscape, I am proud of TriNet’s willingness to be an even more responsible social and corporate citizen while also continuing to deliver positive results to its stockholders, clients, and worksite employees.”**

— **Daniel Harris, Senior Director & Regulatory Affairs Counsel**

## Integrated and Proactive Risk Management

TriNet maintains a risk-based decision-making capability that is data-driven and integrated with our business, including third-party monitoring and inherent risk tracking.

### Enterprise Risk Management

Building upon our established risk management strategies, TriNet launched a comprehensive enhancement to our Enterprise Risk Management program (ERM) in 2021. In an effort to ensure coordination, consistency, and economies of scale to improve TriNet's current risk management practices, we're designing our ERM program with the intent to identify, prioritize, analyze, and remediate important risks.

Our ERM framework is based on industry standard, COSO Enterprise Risk Management—Integrating with Strategy and Performance—June 2017. The program is designed to foster a culture of risk awareness while advising and guiding TriNet in identifying new and emerging risks, interdependencies between risks, and mitigation techniques. By creating such governance processes and ensuring that these processes are built into our culture, we envision enabling our leaders to better understand the areas of the business they oversee. This includes a risk lens to help them execute our vision by understanding the objectives we must achieve to move our strategic goals forward while mitigating and seizing opportunity in risk.

### Integrated Risk and Control Framework

We have an Integrated Risk and Control Framework (IRCF) that's designed to keep information assets secure and prevent technology resources from unauthorized disclosure, modification, deletion, and destruction. TriNet's IRCF is modeled on the internationally recognized National Institute of Standards and Technology (NIST) [Cybersecurity Framework](#) (CSF) and Privacy Framework which promotes information security, privacy, and managing risk at TriNet.

Additionally, TriNet's program considers other industry standards such as:

**NIST SP 800-53  
Rev. 4—Security and  
Privacy Controls for  
Federal Information  
Systems  
and Organizations**

**Cloud Control Matrix  
(CCM) v3.0.1**

**COBIT 5—Control  
Objectives for  
Information and  
Related Technology**

**CIS Controls—  
Center for Internet  
Security**

**American Institute  
of Certified Public  
Accountants  
(AICPA)  
Trust Principles**

### Management of Third-party Vendors

TriNet established a third-party risk management program in order to evaluate the risk associated with our vendors. Our vendors are also contractually obligated to comply with our data privacy and security standards, as well as our Vendor Code of Conduct, which describes TriNet's vendor expectations.

## Continued Maturation of Our Security Program and Control Capabilities

Globally, cybersecurity incidents continue to rise. As such, we continue to evolve our program in an effort to protect our systems and data from cybersecurity risks.

### Policies and Standards

TriNet routinely updates our information security policies and standards to serve as the governance foundation of our Security Program as well as to set expectations for reasonable and appropriate safeguards for TriNet information, technology resources, and the information entrusted to us by our customers.

### General Requirements

TriNet employs a defense-in-depth approach to protect our network, systems, users, and information against internal and external threats. We also implement general information security requirements designed to follow industry standards and best practices such as:

- Inventory of hardware and software assets
- Utilization of firewalls and intrusion detection and prevention systems
- Managed security service provider with managed detection and response
- Endpoint hardening with anti-malware, comprehensive logging and privileged access management
- Transport layer security with minimum 128-bit encryption
- Enterprise device management suite
- Regularly scheduled internal/external vulnerability scans and third-party penetration tests
- Patch management processes and tools
- Network and endpoint DLP configuration for devices
- Network activity logging and monitoring
- Periodic IT and cybersecurity risk assessments
- Role-based access via a least privilege model with ongoing privileged user access review



### Data Security

As companies and individuals continue to face an unprecedented level of risk due to new and complex security threats, TriNet is taking steps designed to protect what matters most which includes our customers' and our worksite employees' data.

The team at TriNet is dedicated to security functions with a core mission of enabling enterprise and client business success through a risk-based program designed to keep our most critical assets safe, resilient, and secure. Our goal is to become an industry leader in security with security programs that are key assets in business enablement, competitive differentiation, innovation, and growth.

#### Our Strategy

Our data security strategy is managed by our chief security officer and a team of security professionals who are responsible for leading and supporting critical program capabilities and overall program maturity. Our strategy aims to reduce organization and customer risk through defined security principles, policies, standards, and procedures. In support of this strategy, we engage in ongoing cross-functional communication regarding our data security efforts, including quarterly briefings to the Risk Committee of our board of directors.



**“The mission of our TriNet Security program is to enable TriNet’s and our client’s business**

**success through a risk-based program that is designed to help ensure critical assets are safe, resilient, and secure.”**

— **Timothy Torres, Chief Security Officer**

### Strategic Objectives





## Crisis Management and Response

Addressing cybersecurity incidents in a prompt and effective manner is essential to our privacy and security mission. TriNet maintains a Security Incident Response Plan which guides and supports our response to security incidents or potential data loss scenarios. Our incident response plans and playbooks are reviewed and updated annually and are aligned to the following process:



### Physical and Environmental Security

TriNet strives to maintain a physically secure, safe, and resilient workplace compliant with regulatory and legal requirements and industry best practices. We have a dedicated team focused entirely on physical and environmental security of our corporate facilities, as well as workplace health and safety.

### Security Training and Awareness

We invest in security education and awareness efforts to support a vigilant and mindful workplace culture. As a part of the annual security training, our colleagues are trained on the most up-to-date security requirements and best practices. TriNet also established a robust phishing training and awareness program that includes monthly phishing tests to increase colleague awareness on identifying and reporting suspicious emails.

Furthermore, additional security trainings including in-depth tabletop exercises and role-based technical security training aligned with job responsibilities.



## SASB Standards

### Our Approach

In our journey to develop our inaugural report, we leaned on the markers developed by the Sustainability Accounting Standards Board (SASB). SASB is a nonprofit focused on helping companies identify and publicly disclose the financially material sustainability topics that matter most to their investors. SASB has developed industry-specific reporting recommendations, including accounting and activity metrics to guide businesses' public reporting.

TriNet's inaugural ESG report includes our efforts to follow SASB's reporting recommendations for companies categorized in the professional and commercial services industry—a category that resonates with us. It includes companies that rely on the unique skills and knowledge of their employees to serve a range of clients.

SASB has identified three topics as most germane to our industry classification and we've done our best to address these topics for our inaugural report. The three main SASB topics we've focused on are:

- Data security
- Workforce diversity and engagement
- Professional integrity

### SASB Topics & Metrics Disclosure Index

TOPIC	WHAT WE'VE FOCUSED ON	OUR RESPONSE OR LINK TO THIS INFORMATION IN THE REPORT
Data Security	Description of TriNet's approach to identifying and addressing data security risks	<ul style="list-style-type: none"> <li>• <a href="#">Integrated and Proactive Risk Management</a></li> <li>• <a href="#">Data Security</a></li> <li>• <a href="#">Crisis Management and Response</a></li> </ul>
	Description of policies and practices relating to collection, usage, and retention of customer information	<ul style="list-style-type: none"> <li>• <a href="#">Privacy</a></li> <li>• <a href="#">Transparency and Disclosures</a></li> <li>• <a href="#">Data Retention and Destruction</a></li> <li>• <a href="#">Integrated and Proactive Risk Management</a></li> </ul>
	(1) Number of data breaches, (2) percentage involving customers' confidential business information (CBI) or personally identifiable information (PII), (3) number of customers affected	<p><b>Omitted.</b> TriNet's rationale for omitting this metric from the report: TriNet has implemented information security measures, policies and standards that enable a holistic approach to the prevention, detection, response and mitigation of security incidents. All security incidents, including any data breaches, are handled according to TriNet's documented policies and procedures and any applicable laws or regulations. In the event that TriNet becomes aware of a security incident, we notify our clients promptly and impacted individuals are notified pursuant to applicable law or as otherwise appropriate. For security reasons, TriNet does not publicly disclose details regarding security incidents, except as required by SEC rules and guidance, however we provide a general discussion of Data Privacy and Security Risks, including security incidents, in our annual 10-K report.</p>

Continued on the next page.

## SASB Topics & Metrics Disclosure Index (continued)

TOPIC	WHAT WE'VE FOCUSED ON	OUR RESPONSE OR LINK TO THIS INFORMATION IN THE REPORT
<b>Workforce Diversity &amp; Engagement</b>	Percentage of gender and racial/ethnic group representation for (1) executive management and (2) all other employees	<ul style="list-style-type: none"> <li>• <a href="#">Racial/Ethnic Composition</a></li> <li>• <a href="#">Gender Composition</a></li> </ul>
	(1) Voluntary and (2) involuntary turnover rate for employees	<b>Omitted.</b> TriNet's rationale for omitting this metric from the report: TriNet does not disclose this information.
	Employee engagement	<ul style="list-style-type: none"> <li>• <a href="#">Colleague Engagement</a></li> </ul>
<b>Professional Integrity</b>	Approaches to ensuring professional integrity	<ul style="list-style-type: none"> <li>• <a href="#">Our Core Values</a></li> <li>• <a href="#">Continuous Learning and Growth Opportunities</a></li> <li>• <a href="#">Listening and Learning Strategy</a></li> <li>• <a href="#">Corporate Governance Practices</a></li> <li>• <a href="#">Independence of the Board of Directors</a></li> <li>• <a href="#">Board Leadership Structure</a></li> <li>• <a href="#">Board Composition</a></li> <li>• <a href="#">Role of the Board in Risk Oversight</a></li> <li>• <a href="#">Assembling the Team</a></li> <li>• <a href="#">Framework for Success</a></li> <li>• <a href="#">Stockholder Communications with the Board</a></li> <li>• <a href="#">Governance of Subsidiary Entities</a></li> <li>• <a href="#">Policy Highlights</a></li> </ul>
	Total amount of monetary losses as a result of legal proceedings associated with professional integrity with brief description of the nature, context, and corrective actions taken as a result of the monetary losses.	<b>Omitted.</b> TriNet's rationale for omitting this metric from the report: TriNet does not disclose this information, except as required by SEC rules and guidance.

## Activity Metrics

METRIC	OUR RESPONSE OR LINK TO THIS INFORMATION IN THE REPORT
Number of employees by: 1) Full-time and part-time; 2) Temporary; and 3) Contract	<p>-Full-time colleagues (2,742)*</p> <p>-Part-time colleagues (5)*</p> <p>Number of individuals in the "Temporary" or "Contract" categories have been omitted. TriNet's rationale for omitting these metrics from the report: TriNet does not disclose this information.</p>
Employee hours worked, percentage billable	Not applicable.

\* Data as of September 30, 2021.

# THANK YOU TO THE TEAM WHO HELPED BUILD THIS REPORT

Dozens of colleagues contributed time and information to this report. These are the people responsible for putting it all together. We are incredibly grateful to all contributors.

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