

# Environmental Sustainability Policy

## Introduction

TriNet is committed to conducting its operations in a manner that is environmentally responsible and aligns with our Core Values, using principles of sound environmental management.

## Scope

This policy applies to all TriNet colleagues and as may be applicable, contingent workers.

## Overview

As a professional services organization, we have no manufacturing and limited distribution activities. Our approach to environmental stewardship therefore focuses on areas that are most material to our business. And, while the nature of our business means that we may not impact the environment as much as some businesses do, we nonetheless embrace the challenge to do what we can in furtherance of sustainability.

## SUSTAINABILITY COMMITMENTS

TriNet is committed to:

### Practice Responsible Corporate Citizenship

- Meet or exceed all applicable environmental laws and regulations of the jurisdictions where we do business
- Identify and measure the most material environmental impacts of our operations
- Report regularly on environmental performance to our stakeholders and the public
- Establish targets to reduce our environmental impact based, in part, on our carbon data reporting.

### Act with Sustainability in Mind

- Integrate environmental impact as a factor in appropriate business decisions
- Reduce greenhouse gas emissions of our business activities and colleague commutes by effectively managing our approach to in-office and remote work assisted by the continued investment in tools designed to enhance remote collaboration
- Monitor business travel, including by regular review of data regarding our air travel, hotel stays, and rideshare rides and assessment of where we can spare miles and nights through more efficient travel strategy or collaboration tools
- Promote the conservation of natural resources through focusing on reducing energy and water use, waste reduction, and the purchase of materials containing recycled and/or renewable natural resources
- Reduce the carbon footprint of our unavoidable waste by purchasing reusable or compostable food ware, integrating new recycling and reuse options and focused education on the municipal recycling available at our offices and in the areas where our colleagues live
- Limit unused office space by divesting of property where practical
- Integrate green building best practices in retrofits and build outs of office facilities (and, when the opportunity arises, select office space that incorporates green practices)

- Limit landfill waste in our office closures, by working with landlords to keep furniture, charities who have specific needs for our office waste, and dispositioning vendors who further our sustainability goals
- Implement sustainable procurement practices by partnering with vendors who recognize the importance of reducing environmental impact from business operations and agree to our Vendor Code of Conduct

### **Improve Stakeholder Awareness of Environmental Issues**

- Engage and educate our employees on environmental issues through a combination of employee communications regarding various green initiatives and an environmentally-focused employee resource group with members throughout our business
- Feature more customers in our marketing who model exemplary green practices, with the goal of inspiring other small and medium business to do the same
- Promote the sharing of information and best practices with our stakeholders
- Collaborate with stakeholders, including our customers, to raise public awareness about the importance of a sustainable economy

## **Roles and Responsibilities**

### **GOVERNANCE**

TriNet's Chief Executive Officer has responsibility for this Environmental Policy. TriNet's Chief Compliance Officer has operational oversight of this Policy. Accountability for implementation of this Policy is shared among members of TriNet's Executive Leadership team. Every TriNet colleague is responsible for adherence to and compliance with this Policy.

### **MONITORING AND REPORTING**

TriNet has several reporting mechanisms for reporting concerns and potential violations of this Policy. TriNet monitors its operations for potential violations and takes prompt remedial action when violations occur. Remedial measures may include employment termination, or termination of vendor, supplier, or contingent worker contracts, as applicable.

Colleagues, contingent workers, or the general public can report any incidents or concerns 24 hours per day, 7 days per week through the following methods:

- Email [ethics@trinet.com](mailto:ethics@trinet.com)
- Email our CCO directly at [chiefcomplianceofficer@trinet.com](mailto:chiefcomplianceofficer@trinet.com)
- Report online through the TriNet Speak Up Hub: <http://speakup.trinet.com>
- Report by phone: 800.461.9330
- Report by text/SMS: Speak Up Textline at 925.318.6687

## **Accountability**

Colleagues and contingent workers are responsible and accountable for abiding by this Policy and all other TriNet policies and standards applicable to their job function.

Colleagues who do not comply with this Policy or related corporate policies, procedures, and/or standards may be subject to corrective action, up to and including termination of employment.

### Document History and Version Control

This policy is maintained in accordance with the TriNet Policy Governance Framework. The policy should be reviewed at least annually or when necessary based on material changes to the operating environment, potential changes to regulations and contractual requirements, or other similar events.

#### OWNERSHIP AND AUTHORITY

Version	Date	Author	Owner	Change
1.0	10/17/2022	Doug Riegelhuth, Vice President, Associate General Counsel	Doug Riegelhuth, Vice President, Associate General Counsel	Initial Publication
1.1	10/21/2024	Annmarie Liermann, Senior Counsel, Employment	Doug Riegelhuth, Chief Compliance Officer	Updates to reflect new goals

#### APPROVAL AND SIGN OFF

Version	Approver	Final Approval Date
01.00	Doug Riegelhuth, Chief Compliance Officer	10/24/2024