
 THE ADECCO GROUP GROUP ENVIRONMENTAL POLICY	Effective date: 01.01.2023
	Last modified: 11.12.2022
	Document No. GP 09.02 (001)
	Replaces: Environmental Guidelines v2017
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Definitions

In the context of this Group Policy:

¹ “Adecco Group” collectively means the Adecco Group AG, its business divisions, subsidiaries and affiliated companies throughout the world. This also includes those joint ventures in which Adecco Group AG, directly or indirectly, has either majority ownership or management control. The terms “we”, “us”, or “our” refer to the Adecco Group.


² “Client” means a third-party which receives goods or services from the Adecco Group but has no authority to make legally binding commitments on behalf of the Adecco Group.

³ “Colleague” means an individual who is under employment contract/engagement, subject to local government employment law, working for an Adecco Group legal entity and who is under the supervision, direction, and control of the Adecco Group. This includes those on open-ended contracts, fixed-term contracts, temporary contracts, and work-based learning programme participants (e.g., apprentices, interns).

⁴ “Consultant” means an individual who is under employment contract/engagement, subject to local government employment law, working for the Adecco Group legal entity, with a permanent or fixed-term contract, and is placed with clients for consulting work or projects, and remains under the supervision, direction and control of the Adecco Group.

⁵ “ESG” means Environmental, Social and Governance, which includes consideration of risks, opportunities, and impacts.

⁶ “Supplier” means a third-party which provides goods or services to the Adecco Group but has no authority to make legally binding commitments on behalf of the Adecco Group.

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1. Purpose

¹ The Adecco Group is committed to maintaining the highest standards of responsible business conduct and consistently embedding environmental, social and governance (ESG) considerations in its business operations. The objective of this Policy is to articulate and formalise the Adecco Group's commitment and approach specifically related to environmental impact management.

² The Policy sets out the Group's commitments and global minimum standards in this area and describes the responsibilities and processes by which we will implement these. More stringent rules or a wider applicability may be put in place for certain areas of our business and/or at country level as deemed necessary by the respective leadership or as required by national law.

³ The Policy furthermore reflects our commitment to comply with all applicable environmental laws and regulations in each country we operate in, to adhere to international standards such as the ten principles of the UN Global Compact, as well as to contribute to the UN Sustainable Development Agenda.

2. Scope and applicability

¹ This Policy is mandatory and applies worldwide to the Adecco Group.

² The Policy applies to all Colleagues and Consultants of the Adecco Group and all its subsidiaries, and everyone providing services on behalf of the Adecco Group.

3. Overarching principles

¹ We are committed to conducting our business in a manner that helps protect the environment, conserve resources, and ensure sustainable development.


² We are committed to managing environmental risks and opportunities as effectively as possible and minimising the environmental impact of our operations and physical assets under our control to the best of our abilities. We progressively integrate material environmental considerations into our core business operations, solutions, and services, and across our value chain, to the extent feasible.

³ We are committed to continuously improving corporate policies, procedures, and practices in environmental management, engraining environmental considerations into core decision-making and business processes, and assigning the resources necessary to achieve our objectives.

4. Reducing our own environmental impact

4.1 We set ambitious environmental targets

¹ We set ambitious, measurable, science-based targets in areas material to our business and regularly monitor progress towards these targets.

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² We regularly review our targets to ensure they remain fit for purpose and in line with evolving standards and best practices.

4.2 We promote resource efficiency

¹ We use energy as efficiently as possible. To reduce our energy consumption, we seek to e.g.:

- Switch of all electrical and electronic equipment when not in use (e.g., lights, PC monitors, networked printers). Only electrical equipment that is being used for company operations should be left switched on.
- Use heating/cooling equipment only when ambient temperatures demand it.
- Install energy efficient devices, appliances, and lighting whenever and wherever possible.
- Choose energy efficient rated models when replacing office equipment.
- Turn off the video camera in large group calls or when a presentation is being shown.
- Send links to documents instead of large files and consider carefully who needs to be copied into an email.

² We minimise the use of paper, e.g., by avoiding printing altogether or at minimum printing double-sided, evolving paper-based processes such as invoicing and time sheet management as much as possible, and using electronic storage as is practicable.

³ We minimise the use of other materials and natural resources (e.g., fuel, gas, and water) across our activities to the best of our abilities.

⁴ We minimise the generation of waste while promoting the reuse of materials and increasing the proportion of sustainably produced goods we procure. Where practicable and possible, we will recycle our waste, such as paper, cardboard, bottles, cans, and recyclable plastics. All waste disposal will comply with current safety practices.

4.3 We progressively decarbonise our operations

¹ We are committed to switching to energy from renewable sources over time and progressively replacing our car fleet with low emission and/or energy efficient alternatives, to the extent feasible and where cost-effective. Wherever possible we work with our landlords and property managers to this effect.

4.4 We travel for purpose, people, and impact

¹ We limit business travel whenever possible through greater use of telephone, video, and web conferencing.

² When and where business travel is deemed necessary, we use the most sustainable, lower impact means of transportation (e.g., favouring trains over air travel, and public transportation over cars), taking economic, environmental and safety considerations into account.



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4.5 We integrate environmental considerations into our purchasing decisions

¹ We factor environmental considerations into the decision-making process when we purchase goods and services.

² When we renovate or refurbish an office or move to a new location, we carefully consider environmental factors, such as energy efficiency, environmental accreditations, the use of sustainable materials, or proximity to public transportation to minimise the need to drive to work.

5. Advancing environmental stewardship across our value chain

¹ We have a large and diverse extended value chain and recognise that part of our impact on the environment as well as the opportunity to create positive environmental impacts is linked to our Clients, Suppliers, and other third parties we engage with.

² We strive to carefully select business partners and expect them to adopt the same environmental principles and standards as the Adecco Group, as further defined in our third party code of conduct, evolving business acceptance standards, purchasing policies, third party due diligence framework, compliance screening, and onboarding requirements, and wherever feasible make this part of our contractual agreements. We expect our Suppliers to extend these standards to their own suppliers and business partners.

³ We strive to regularly assess and re-evaluate our business relationships to the best of our abilities, as new information becomes available and best practices evolve.

⁴ Should we become aware of practices that are irreconcilable with this Group Policy, our values, and overarching sustainability approach, wherever possible we will first strive to work in collaboration with our business partners to address the situation and improve practices. Where no satisfactory solution can be agreed upon, we may ultimately remove ourselves from such a business relationship or activity.

6. Regular risk assessment, monitoring, and stakeholder dialogue

¹ We strive to regularly identify and assess environmental risks and perform corresponding risk-based due diligence to the best of our abilities, assessing actual and potential environmental impacts across our business activities. Environmental due diligence is an integral part of the Group's overarching enterprise risk management approach.

² We regularly monitor our performance and publicly communicate our commitments, targets, approach, and continuous efforts to embed environmental considerations in our company culture and across our operations, primarily in our annual report and on the Adecco Group website.

³ We engage in dialogue with relevant stakeholders as deemed necessary to help us stay abreast of evolving environmental risks and opportunities and advance progress towards our objectives and targets.



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7. Roles and Responsibilities

7.1 Adecco Group Board of Directors

¹ The Adecco Group Board of Directors has ultimate responsibility for the overall strategic direction and oversight of the Group's sustainability and ESG principles and measures, which extends to environmental stewardship. It has assigned certain of these duties and responsibilities to its committees: the Governance and Nominations Committee oversees the Group's related strategy, initiatives, and targets, reviews the related principles, and jointly with the Audit Committee periodically reviews the Group's progress against relevant targets as well as corresponding reporting.

7.2 Group Executive Committee

¹ The Group Executive Committee approves and reviews the Group's sustainability and ESG approach, which extends to environmental stewardship. Its members play a critical role in helping ensure that environmental matters are considered and embedded in corporate culture and daily operations, by providing visibility and leadership support.

7.3 Business and function leaders

¹ Business and function leaders across the Group are responsible for integrating the environmental principles as set out in this Policy into business decisions and daily operations, and for helping to continuously improve our environmental performance within their respective area of responsibility.

7.4 All Colleagues and Consultants


¹ All Colleagues and Consultants must familiarise themselves with this Policy and complete the attestation process as it is rolled out. They are expected to adopt and maintain behaviours at work that are compliant with this Policy within the scope of their duties.

² Colleagues and Consultants must participate in periodically held training sessions on environmental matters (such as e.g., our Code of Conduct training). Training may differ depending on their roles and exposure to material issues.

7.5 Group Sustainability & ESG function

¹ The Group Sustainability & ESG function is the owner of this Policy. In collaboration with key stakeholders, it is responsible for:

- Overseeing the development and regular review of this Policy.
- Implementing this Policy and working with representatives from across the Group to ensure that relevant commitments and principles are integrated into the Group's activities and processes.
- Developing improvement targets and implementing measures to monitor the Group's progress against these targets where appropriate and regularly reporting on the Group's approach and progress.

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- Driving awareness and education among Colleagues and Consultants to foster a culture that respects environmental issues.
- Ensuring this Policy is easily accessible and communicated appropriately to relevant stakeholders.

8. Cross-reference to other policies

¹ This Policy should be read in conjunction with other relevant policies and documents such as the Adecco Group Code of Conduct, the Group Procurement and Real Estate Policy, the Third Party Code of Conduct, and further global and (as applicable) country-level policies, guidelines or other documents addressing environment related matters.

9. Third-party rights

¹ This Policy is proprietary material of the Adecco Group. It does not, and shall not be construed to, create any obligation on the Adecco Group to any individual or entity, including any Client, Supplier, Colleague, Consultant, Associate, or any Third Party under any theory of law, including tort, negligence, contract or any equivalent or similar legal concepts anywhere in the world.

10. Questions

¹ If you have any questions about this Policy, the way it should be implemented, or environmental protection in general, please contact the Group Sustainability & ESG function at sustainability@adecgroup.com.

11. Approval and amendments

¹ The body of this Policy has been approved by the Adecco Group CEO on 18 December 2022. It is effective as of 1 January 2023 and replaces “The Adecco Group Environmental Guidelines v2017”.

² The Adecco Group may update this Policy as necessary to reflect changes in law, regulatory guidance and/or best practices and to ensure continued applicability and that it remains fit for purpose. Changes to this Policy will be notified via the regular channels.

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