



Sustainability is at the heart of everything InnerWorkings does as a company. First, in respect of the ethical and mutually rewarding relationships we hold with our manufacturing partners – we never forget that our own performance is only ever as good as theirs. Second, by virtue of the continuing to invest in people, technology and process which represents the essence of our business model, and finally by a commercial strategy which balances our own corporate ambitions with a desire to only achieve growth at a level which allows us to never compromise on the quality of the services we provide to our clients.

We are guided by a set of responsible policies and practices that reflect our commitment to positive corporate citizenship celebrating the power of diversity, making environmental improvements and finding new, innovative ways to contribute to worthy causes.

This Citizenship and Sustainability Policy details our values and establishes a set of standards for business conduct that applies to employees within our company as well as to the suppliers that deliver products and services to our clients.

Innerworkings' approach to promoting citizenship and environmental best practices centers on three key areas of focus:

1. Our Workplace & People
2. Our Products & Services
3. Our Supplier Partners

Our policies/objectives in these key areas include:

### **Workplace & People**

- Strive to recruit and retaining a workforce that reflects our global community by attracting the best talent from diverse backgrounds and experiences.
- Foster a working environment where all employees can achieve their greatest potential.
- Provide a safe and healthy working environment for all employees.
- As an equal opportunity employer prohibit discrimination against employees or job applicants on the basis of race, religion, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, pregnancy or veteran status.
- Maintain a culture of creative excellence and superior client service in part by compensating employees competitively and fairly.
- Provide a workplace that meets or exceeds all applicable health and safety laws and regulations.
- Support and respect the protection of internationally proclaimed human rights and ensure the company is not complicit in human rights abuses.
- Provide educational opportunities to employees and encourage all employees to participate.
- Inform our employees of their responsibilities for environmental stewardship.
- Foster ethical leadership and promote ethical behavior at all levels of our company.
- Create a culture that is committed to the highest standards of integrity, ethics and personal and corporate responsibility, and adhere to the laws and regulations that govern our business.



- Encourage the safe recycling and the reuse of office items where applicable.
- Continue to pursue energy conservation and efficiency.
- Conserve water.
- Promote recycling and continuously emphasize pollution prevention and efficient use of resources.
- Utilize green purchasing practices and evaluate the entire life cycle of the products and materials we purchase.
- Encourage the use of public transportation and biking to work and support sustainable lifestyles.

### Products & Services

- Make the production and delivery process as environmentally friendly as is practical.
- Work to reduce both the overall usage and waste associated with our solutions.
- In respect of engendering environmental best practice in the production process, advocate the use of FSC accredited paper stocks, with high proportions of recycled fiber and soy-based inks.
- Advocate the use of double sided (duplex) printing as a standard.
- Work with clients as part of our contractual obligations to continually improve the footprint of our solutions on an ongoing basis.
- Ensure sustainability is an integral part of our business plans and decision-making processes while being mindful to balance all social, environmental and economic considerations.
- Include environmental and social considerations in existing and new products and services in order to avoid business and reputational risks as well as to take advantage of business opportunities.

### Supplier Partners

- Proactively seek and select diverse and minority owned businesses as supplier partners fostering a business environment that reflects the global community and enabling our end clients the opportunity to meet their own diversity objectives.
- Seek and select supplier partners with sustainability policies and procedures and the ability to provide environmentally friendly paper, ink, and production processes.
- Utilize whenever possible manufacturing partners that adhere to ISO14001 guidelines and have robust solutions in place for waste minimization and efficient recycling throughout their operation.
- Select proven partners in close geographical proximity to our end user sites to limit the environmental footprint associated with delivery.
- Develop a sustainability ethic with a perspective on the connections between local supplier partners and global consequences.
- Partner with our local communities, elected bodies, environmental organizations, and others for long-term mutual benefits.