

Pinnacle Group Policies and Procedures



Environmental Policy

Revision Date	August 1, 2021
Doc. Owner	Pinnacle Group Legal Department

Executive Summary

This policy document is designed to provide an overview of Pinnacle Group's Environmental policy and responsibilities.

Qualitative Objectives and Commitments:

Energy Consumption and GHGs - Pinnacle provides IT and Professional Staffing Services and does not manufacture or sell any materials. Pinnacle strives to maintain an energy efficient headquarters and environmentally conscious policies for its staff.

Materials, Chemicals and Waste - Pinnacle does not consume raw materials, chemicals and does not generate hazardous waste. Pinnacle's use of materials is restricted to general office use.

Environmental Services and Advocacy – Pinnacle continues to promote environmentally friendly services to its customers, including remote work and virtual meetings and participation.

Scope of Application:

This policy applies to all full-time, part-time and temporary employees of Pinnacle Group, including all contract employees.

Allocation of Responsibilities:

Pinnacle Group's General Counsel will be the Executive in charge of the Environmental Policy. Implementation of procedures will be undertaken by the Legal Department, Human Resources Department and the IT Department.

Quantitative Objectives:

Moving – Pinnacle is analyzing energy usage in its old Headquarters location and will establish a baseline of energy usage in its new Headquarters location starting mid-October, 2021. All of the objectives and commitments will transfer to the new Headquarters location.

Energy Efficiency:

- 1) Work at Home Policy – Pinnacle continues to allow its employees to work remotely. Pinnacle has consistently found ways to leverage technology to increase our efficiency and effectiveness internally and for the clients we serve. We have also been intentional about leveraging technology to significantly reduce the impact of our operations on the environment by strongly encouraging telecommuting for many of our associates, which benefits our associates and the environment – a true win/win.
- 2) Travel – Pinnacle continues to limit the amount of employee travel and instead holds virtual meetings and events instead of having employees travel. Associates are able to connect virtually with internal associates, consultants, clients, and training opportunities.
- 3) Energy efficiency – Pinnacle is dedicated to running energy efficient office equipment and fixtures, including computer equipment and appliances. Our office is equipped with motion sensing lights that automatically turn off when a room or area is not in use to reduce energy consumption and the number of lightbulbs we burn through annually.
- 4) Water efficiency - Pinnacle provides filtered water machines (hot and cold) to reduce the need to run tap water needlessly and to significantly reduce our reliance on bottled water. All Pinnacle associates are issued reusable drinkware, including insulated water cups, coffee mugs, etc. along with access to dishwashers to cut down on the use of paper, plastic, and Styrofoam single-use containers. Pinnacle encourages associates not to handwash dishes, but instead to use our dishwashers, which are only run when full to reduce our water consumption in the break room. Our break room is also equipped with substantial refrigerators and freezers to encourage associates to bring their own lunch in reusable containers.
- 5) Paper and Office Materials efficiency – Pinnacle’s headquarters has been virtually paperless for the last 7+ years as we have moved all functions to online platforms that eliminate the need to print almost entirely, saving significant quantities of paper year over year. We have investigated and are purchasing environmentally responsible paper, office products and equipment.
- 6) Recycling - Pinnacle aggressively recycles hardware and equipment that are no longer needed. Pinnacle engages an eco-friendly third party secure shredding provider that handles all of our paper and hardware recycling needs.

Review Mechanisms:

Pinnacle Group’s Environmental Policy is reviewed annually. The next review is scheduled for August 1, 2022. Any significant changes to activities or operations will be reviewed by the Legal Department outside of the annual review and the Policy amended as necessary.