



The Adecco Group Environmental Guidelines¹

As the world's leading provider of HR solutions and a Fortune Global 500 company, we are conscious of the impact of our operations on the environment and of the difference we can make by acting responsibly². Therefore, in 2010, to measure our carbon footprint we started to collect the environmental activity data for 12 of The Adecco Group's major markets including Global HQ, which account for over 86% of the company's revenues.

This is in step with our increased focus on improving our environmental performance. In order to evaluate and reduce our impacts on the environment and natural resources in a consistent and structured manner, we are using the 'myclimate' performance management system³.

1. Commitment

In all the countries and territories where we operate, the local environmental regulations and laws will be regarded as the minimum standard for our environmental performance.

- We will reduce our CO₂ emissions by 12% by 2022 (base year 2012).
- By improving our environmental performance, we will save costs due to the lower consumption of resources which will benefit the company's overall performance.
- By continuously improving our environmental performance and by integrating recognised environmental management best practice into our business operations, we will also improve performance for our clients

¹ The Environmental Guidelines are replacing our [Environmental Policy](#) issued in 2007.

² The Adecco Group [Code of Conduct](#), p. 9

³ [myclimate Performance Management System](#)



2. Operational measures

Looking at our environmental impact, the following guidelines and advice have been identified to contribute to our CO₂ reduction target:

Offices

- Consider environmental issues and the energy performance of office space, i.e. the acquisition, use, design, refurbishment and location.
- Decrease the amount of paper used and increase the use of electronic documents among employees, candidates/associates and clients.
- Increase the proportion of certified eco-friendly paper (FSC, PEFC, SFI) or recycling paper
- Set printers to default black & white / double page printing.
- Ensure that environmental criteria are taken into account in the procurement of goods and services
- Manage waste generated from our business operations according to the principles of "reduction, re-use and recycle".
- Increase the proportion of reusable/ recyclable/recycled products, such as printer cartridges, cans, PET, etc.

Mobility:

- Limit business travel by air or car to a minimum and increase the use of electronic conferencing tools and public transport usage.
- Replace current business car fleets with more ecological business car fleets.



Energy:

- Decrease electric and fossil energy used to keep our offices, infrastructure and devices running.

Monitoring:

- Use of a centralized data collection system through myclimate for environmentally relevant activity data of The Adecco Group's major markets including Global HQ, which account for over 85% of the company's revenues
- Provide a centralized CO₂ equivalent emissions calculation system through 'myclimate' for each of the subsidiaries involved
- Collect and share best practice on environmental initiatives among our subsidiaries.

3. Reporting

These and further environmental commitments are reported annually in the The Adecco Group's CSR Report and CoP as well as through our participation in the Carbon Disclosure Project CDP and the RobecoSAM's Dow Jones Sustainability Indices.

The main reporting points include⁴:

- Environmentally relevant activity data such as energy and material consumption
- CO₂ equivalent emissions (against the above-mentioned emission target), broken down into scope 1, 2 and 3 emissions.
- Environmental best practice on global and local level

⁴ [CSR Report 2010](#), p. 35-37 and [CSR CoP 2011](#), p. 24-25, [CSR Report 2012/2013](#), p. 43-45



We also report client/service-related environmental KPIs to interested clients and other stakeholders.

4. Responsibilities and contact

Senior management is responsible for ensuring compliance with these guidelines including, but not limited to, the establishment of programmes and compliance with reporting requirements.

Sustainability, however, is the responsibility of all of us, at every level within our organisation.

The Adecco Group

Corporate Social Responsibility CSR

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