

Pomeroy's Corporate Responsibility & Environmental Sustainability Plan



Committed to fulfilling our social responsibilities and striking the right balance between development and preservation to sustain our environment!



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Introduction

This Corporate Responsibility and Environmental Sustainability Plan (“Plan”) has been developed by Pomeroy for purposes of articulating the company’s commitment to fulfilling its responsibilities as a corporate citizen in the global marketplace. More specifically, with regard to the domestic and international markets that the company transacts business in, Pomeroy recognizes the importance of more formally identifying its specific corporate responsibilities, establishing initiatives to control corporate operations that intersect with these responsibilities, and, if or as appropriate, implementing a voluntary management system to measuring the company’s progress accordingly.

Therefore, this Plan:

- 1) identifies and defines Pomeroy’s social and environmental responsibilities;
- 2) describes the controls, goals, standards or objectives that the company has established in furtherance of meeting such responsibilities; and,
- 3) documents the voluntary management system the company has implemented to measures its progress and/or achievement of positive results against the controls, goals or objectives.



PART I: Social Responsibilities

POMEROY'S CORE VALUES AND BUSINESS PRACTICES ARE FOUNDED ON THE FOLLOWING PRINCIPLES:

Forced or Involuntary Labor. Pomeroy will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor); employment is voluntary.

Child Labor. Pomeroy will not use child labor. The term "child" refers to any person employed under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. We support the use of legitimate workplace apprenticeship programs which comply with all laws and regulations applicable to such apprenticeship programs.

Wages and Benefits. Pomeroy will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime hours, piece rates and other elements of compensation, and provide legally mandated benefits.

Working Hours. Pomeroy will not exceed prevailing local work hours and will appropriately compensate overtime. Pomeroy will not require its employees to work more than sixty (60) hours per week, including overtime, except in extraordinary business circumstances with their consent. In countries where the work week is less, that standard will apply. Pomeroy employees should be allowed at least one (1) day off per seven-day week.

Nondiscrimination. Pomeroy will not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.

Respect and Dignity. Pomeroy will treat all employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.

Freedom of Association. Pomeroy will respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions. Pomeroy has the right to establish favorable employment conditions and to maintain effective employee communications programs as a means of promoting positive employee relations that make employees view third-party representation as unnecessary.

Health and Safety. Pomeroy will provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, supplier must have and implement effective programs that encompass life safety, incident investigation, chemical safety, ergonomics, etc., and provide the same standard of health and safety in any housing that is provided to employees.

Protection of the Environment. See Part II of this Plan, titled Environmental Sustainability.



PART II: Environmental Sustainability

Pomeroy will operate in a manner that is protective of the environment. At a minimum, Pomeroy will comply with all applicable environmental laws, regulations and standards, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting. Pomeroy will also comply with any additional environmental requirements specific to the products or services that Pomeroy provides to its clients in accordance with the specifications for the applicable engagement.

Pomeroy is committed to advocating, implementing and advancing environmentally friendly business initiatives. This Plan documents Pomeroy's approach to environmental sustainability, which is aligned with the following Environmental Protection Agency guidelines:

- PLAN:** planning, including identifying environmental aspects and establishing goals
- DO:** implementing, including training and operational controls
- CHECK:** checking, including monitoring and corrective action
- ACT:** reviewing, including progress reviews and acting to make needed changes to the company's plan concerning environmental sustainability.

Pomeroy explores new and improved ways to transact business in a more ecologically friendly manner by

ADVOCATING, IMPLEMENTING & ADVANCING

"GREEN" initiatives in our corporate environment that are founded on the following core principles:

CONSERVATION

UTILIZATION OF ALTERNATIVE/RENEWABLE ENERGY RESOURCES

and

RECYCLING.



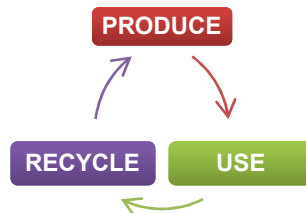


Environmental Sustainability

Shared Responsibilities

Pomeroy is aware of the impact that the company and its employees have on the environment. Pomeroy employees are expected to adhere to any directions, processes, procedures or policies that Pomeroy may provide, adopt or implement in furtherance of the corporate commitment to fostering a sustainable environment. Pomeroy strongly encourages its employees to undertake efforts to do any and all of the following in the ordinary course of their employment:

- minimize waste;
- restrict printing of documents where possible, using double-sided format where available;



- use e-mail rather than paper correspondence;
- turn off computers and lights when leaving the office;
- make use of all recycling facilities; and
- bring to the attention of an appropriate person any water leaks or dripping taps.

Philosophy & Methodology

Establish an accurate baseline for the following environmental aspects that are common to Pomeroy's business:

- **Waste Management and Recycling on Pomeroy's Corporate Campus**
- **Energy Consumption on Pomeroy's Corporate Campus**
- **Scope 1 and 2 Greenhouse Gas Emissions on Pomeroy's Corporate Campus**

Set voluntary goals to achieve positive results associated with these environmental aspects of the business that Pomeroy conducts on its corporate campus.

Implement initiatives, standard practices or procedures accordingly to meet such goals

Conduct self-assessments or internal audits to measure the company's progress against its stated goals for the environmental aspects identified above.





Our Goals

- ☐ Conserve and improve energy efficiency
- ☐ Conserve and improve water efficiency
- ☐ Identify and reduce additional sources of greenhouse gas emissions
- ☐ Produce less waste and conserving resources
- ☐ Raise environmental awareness and encourage employee participation
- ☐ Investigate and expect similar environmental standards from suppliers
- ☐ Encourage use of biodegradable or environmental alternatives to chemicals
- ☐ Continued monitoring and review of campus wide operations and performance





2014 Environmental Impact Summary

The US Pomeroy Headquarters campus is committed to minimizing its impact on the environment and continually seeks to improve environmental performance. Pomeroy recognizes environmental responsibility requires producing less waste, conserving resources, conserving energy, improving efficiency and raising awareness.

Periodic evaluations have been performed by an independent third parties to identify measure and monitor environmental aspects. Assessment of operations include for utilities, lighting and HVAC. Additional steps have been taken to develop inventory and policy for waste, green gases and recycling. As a result of monitoring, improvements have been achieved in reductions in energy consumption, greenhouse gas emissions and waste generation and increases in efficiency and recycling.

Future goals include increasing environmental awareness and encouraging more employee participation. Examine and expect similar environmental standards from suppliers. Encourage use of biodegradable or environmental alternatives to chemicals. Increase levels of recycling. Identify and reduce additional sources of greenhouse gas emissions. Continue monitoring and review of campus wide operations and performance. As well as pursuing sustainable purchasing practices.





Waste Management & Recycling

Results Reported in Pomeroy's 2014 Environmental Impact Study

Recycling Program

The Pomeroy US Headquarters campus recognizes the importance of waste reduction. The facility encourages employees to participate. The current goal is for a year to year increase in recycling materials. Trends show an increase in recycling followed by a decrease. This data indicates first Pomeroy focused on recycling materials already in use. After recycling became part of the standard practices, Pomeroy pursued avenues to reduce consumption of waste generation, such as reusing paper materials.

Additional Items

- Plastic, aluminum and glass are collected throughout the campus and have a dedicated dumpster and recycled. However, the quantity removed is not currently tracked.
- Light bulbs are collected throughout the campus and are recycled through the trash company Rumpke. However, the quantity removed is not currently tracked.

In the 6 year tracking period, Pomeroy has successfully cut waste generation by greater than 50%.

Cardboard Recycling

Reporting Year	Tons
2009	190
2010	146
2011	239
2012	137
2013	129
2014	97.1 (as of 11/2014)

Municipal Solid Waste*

Reporting Year	Tons
2009	126
2010	118
2011	148
2012	121
2013	68
2014	64.9 (as of 10/2014)

* Revised typo from 2013 Impact Study. Paper recycling information not provided, however paper stock was previously reported to be taken to Cincinnati Recycling.





Energy Consumption

Results Reported in Pomeroy's 2014 Environmental Impact Study

Electricity Consumption

Reporting Year n	Annual Consumption Year n - 1 (MWh)	Change from previous year Year n – Year (n-1) (MWh)
2010	5,868	n/a
2011	5,190	(678)
2012	5,052	(138)
2013	4,849	(202)
2014	4,973	124

Historically electricity usage has gone down. See Appendix A for electricity data.

Fossil Fuels Consumption

Reporting Year n	Annual Consumption Year n - 1 (MWh)	Change from previous year Year n – Year (n-1) (MWh)
2012	1,560	n/a
2013	2,011	(90)
2014	2,101	(451)

Gas consumptions has risen, which may be attributed to colder weather. See Appendix B for gas data.

In-Direct GHG Emissions (Estimated)

Reporting Year n	Annual Consumption Year n - 1 (MWh)	Change from previous year Year n – Year (n-1) (MWh)
2010	6,457	n/a
2011	5,710	(746)
2012	5,558	(152)
2013	5,336	(223)
2014	6,457	136

Overall GHG emissions are on the decline. See Appendix A & C for GHG data. Note these numbers reflect GHG developed from the production of electricity and do not account for Direct GHG Emissions from product development or transportation, etc.





Energy Consumption

Indirect Greenhouse Gas Emissions

The Pomeroy US Headquarters campus aims for a goal of year to year decrease in energy consumption. The 2014 report identifies the indirect greenhouse gas emissions (GHG) from the electricity purchased by Pomeroy. GHGs are emitted when fossil fuels are combusted to generate electricity. Therefore any GHGs produced are indirect emissions.

Over the years, electricity and natural gas usage data have been collected for each energy consumer at the facility. The facility location is used to determine the correct emission factors to use, as different parts of the country use different fuels to generate electricity. The 2014 Environmental Impact Report tracks purchased energy and quantify the equivalent emissions. Overall, the data trend shows a decline in electricity consumption, even with increased expansion. Note consumption of natural gas increased during the measured years. This increase can be attributed to colder than average temperatures.

Consistent efforts have been made to be more energy conscious and efficient. Some conservation actions include installing more efficient equipment. Building optimization measures have been implemented by the facilities management from monitoring this data.

Plans for future improvements include further optimizing building operation plan and an additional on campus options for employee health and wellness.

The 2014 Environmental Impact Report contains a summary of GHG emissions from purchased energy. It is not intended to address outsourced activities such as supplier manufacturing operations or service-oriented businesses such as cleaning services.

Carbon-cutting actions such as recycling, waste prevention, and energy efficient product purchasing demonstrate Pomeroy's commitment towards sustainable business practices, therefore reducing the GHG emissions associated with their activities.





Energy Consumption

Electric Savings from Light Bulb Upgrades

Lighting can be a large part of the electric bill and the HVAC load. Currently, the Configuration Center light fixtures each have (7500) 32 Watt T-8 bulbs. The proposed energy savings measure is to use (5000) 20 Watt LED bulbs instead. Light bulbs generate a small amount of heat as a byproduct of operation.

The following is a brief calculation of the energy consumption and savings earned by switching and reducing the number of bulbs. There are many factors that go into the energy cost savings, but this analysis should provide a rough estimate. The following assumptions were made. The Configuration Center operates 18 hours a day, 6 days a week and 52 weeks a year. Owen Electric is Pomeroy's current energy supplier and the approximate energy cost per kilowatt hour is \$0.08.

Energy Consumption

	Existing T-8 Bulbs	Proposed LED Bulbs
Fixture Wattage	96 Watts	40 Watts
Yearly Power Consumption per Fixture	539 kWh	225 kWh
Yearly Energy Cost per Fixture	\$43	\$18

Annual savings per fixture would be approximately \$25. If all (2500) fixtures are replaced with led light bulbs for the same usage over one year, the savings could total nearly \$27,000.

Reduced Waste Heat Generation

	Existing T-8 Bulbs	Proposed LED Bulbs
Heat Generation per Fixture	328 BTUs / hour	137 BTUs / hour
Heat Generation for 2500 Fixtures	68 tons	28 tons

If all (2500) fixtures are replaced with LCD devices, the savings could total to approximately 40 tons. This equates to approximately \$33,495 of savings per year of cooling electric cost.



Other “GREEN” initiatives and offerings

Pomeroy performs asset recovery services for its clients in the ordinary course of business. As technology and businesses continue to change, IT upgrades, replacements, or consolidations are inevitable. Now, more than ever, clients rely on Pomeroy to perform necessary end-of-life services relative to their IT assets. By managing all assets through a single process and ensuring data wipes are conducted appropriately, Pomeroy can reduce liability associated with handling data protection and destruction. In addition, Pomeroy is capable of assisting its clients with the redeployment of assets that are usable by processing the return and distribution of all assets out of a single facility. This gives clients the ability to see what is available online from their own inventory prior to deciding to purchase a new asset. In the event assets are disposed of, Pomeroy facilitates the disposal for its clients via environmentally friendly processes --- without utilizing landfills!

Pomeroy maintains preferred relationships with manufacturers of IT products that meet Energy Star efficiency standards.





Setting Goals & Measuring Progress

- **Waste Management and Recycling – Corporate Campus**

Cardboard Recycling

- 2013 129 Tons
- 2015 130 Tons

Municipal Solid Waste

- 2013 Actual 68 Tons
- 2015 Goal 80 Tons

- **Energy Consumption – Corporate Campus**

Electricity

- 2013 Actual 4,849 Year n-1 (MWh)
- 2015 Goal 4,800 Year n-1 (MWh)

Fossil Fuels Consumption

- 2013 Actual 2,011 Year n-1 (MWh)
- 2015 Goal 2,000 Year n-1 (MWh)

- **In-Direct GHG Emissions – Corporate Campus**

- 2013 Actual 5,336 Year n-1 (MWh)
- 2015 Goal 5,500 Year n-1 (MWh)





Reporting on Results

Pomeroy recognizes the importance demonstrating its' commitment to the environmental goals and objectives set forth in this plan by making public disclosures about the results achieved by the company over time.

Therefore, Pomeroy is committed publicly disclosing the progress that the company is making against its' voluntary environmental goals, along with any information related to environmental fines or penalties. The disclosures may be made, at the option of the company, via any or all of the following forums:

www.pomeroy.com

press releases

Newsletters

corporate presentations to clients and/or business partners

An example of the company's newsletter communication is provided on the following page.





Reporting on our Green Initiatives

Placing emphasis on environmentally friendly business practices and choices

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Going Green!

Version No. 2 - 2011

Pomeroy | 111 Corporate Headquarters | 5000 Patterson Road | Irvine, Kentucky 40390 | 502.336.6100

ALTERNATIVE ENERGY SOURCES

We are currently evaluating solar power as an alternative energy source that can be utilized on our corporate campus to generate electricity from the sun's light in 2011.

POMEROY PARTNERS

We maintain preferred relationships with manufacturers of IT products that meet Energy Star efficiency standards.

We are committed to exploring new and improved ways to transact business in a more ecologically friendly manner by advocating, implementing and advancing "green" initiatives in our work environment that are founded on principles of conservation, utilization of alternative/renewable energy resources and recycling.

Pomeroy Recycling Programs

We use post-consumer recycled content products, including paper and plastic products, in our business operations. We also recycle our cardboard boxes, paper products, plastics and aluminum cans.

Pomeroy: lighting our way to improved energy efficiency!

We are in the midst of completing a lighting upgrade on our corporate campus that will improve overall energy efficiency. The project, which encompasses our 170,000 square foot Logistics Center, effectively replaced 400w high bay fixtures with 250 T-8 lights and directly reduces our recurrent energy usage and associated expenses. The estimated return on the portion

of investment in this "green" initiative that is now complete is a savings of approximately \$81.00/light per year or \$20,250.00 on an annualized basis!

We are also installing motion sensors on lighting throughout our corporate campus, which will ensure better energy efficiency in office and warehouse spaces.

We are currently in the midst of completing similar upgrades in our 50,000+ square foot corporate office by replacing all T-12 lighting with T-8 lighting. According to generally accepted lighting industry statistics, T-8 lighting uses one-third of the energy that T-12 lighting uses, which means that we are making an environmentally friendly and fiscally responsible investment in our business!

Please consider the environment before printing this document

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Going Green!

Version No. 2 - 2011

We are increasingly aware of the impact of our corporate and all of our employees have on the environment. Therefore, all of our employees are expected to adhere to any direction, procedure, provision or policy that we may provide, adapt or implement in furtherance of our commitment to ensuring a sustainable environment. We strongly encourage our employees to undertake efforts to do so and all of the following in the ordinary course of their employment:

- o minimize waste
- o respect printing or document where possible, reuse double-sided. Remove where each of our clients set their own policies and procedures in place covering every aspect of their business life. Employees who work on site at a client's business facilities are expected to adhere to any such policies or procedures governing the client's premises.
- o use email rather than paper correspondence
- o make use of an recycling facilities
- o turn off computers and lights when leaving the office and
- o leave to the attention of an appropriate person any water leaks or dripping taps.

Our Environmentally Friendly Asset Recovery Offerings — see attachment.

[View the attachment before printing this document](#)





Employee Engagement

Pomeroy appreciates the importance of increasing the environmental consciousness of its workforce, and the significance of encouraging employees around the globe to share responsibility for the overall success of the company's green initiatives.

Pomeroy is committed to communicating with its employees for purposes of increasing awareness about this Corporate Responsibility & Environmental Sustainability Plan, providing visibility into the company's voluntary goals established under this plan, reporting on the company's progress in achieving the goals set forth under this plan, giving suggestions and ideas to employees on ways they can personally participate in this initiative, and generally drive employee engagement.

Examples of the company's communications are provided on the following (4) pages. In addition, this plan document may be reviewed and referred to by employees on a 7x24x365 basis via ION – Pomeroy's intranet site.





Employee Engagement

From: Communications Team
Sent: Wednesday, March 25, 2015 9:29 AM
To: Communications Team
Subject: **Who Says It's Not Easy Being Green?|- Simple Things Make a BIG Difference**



At Pomeroy, we are committed to exploring new and improved ways to be more ecologically friendly and you can help! The Company advocates, implements and advances "green" initiatives in our work environment that are founded on principles of conservation, utilization of alternative/renewable energy resources and recycling. Here are some simple things that we all can do together to make a big difference:

- Turn off lights in your office when it will be unoccupied for more than 5 minutes.
- Turn off task lights when you go on break, lunch and at the end of day.
- Turn off your computer when you leave for lunch and at the end of the day.
- Dress appropriately for your work area. If you tend to be cold dress in layers.
- Turn off coffee makers when not in use.
- Utilize the recycling receptacles located in the break rooms. Place plastic, glass and aluminum cans in the appropriate container.



If each of us do our part, we can make our workplace, communities and our world a little greener!

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Employee Engagement



POMEROY | Committed to fulfilling our social responsibilities and striking the right balance between development and preservation to sustain our environment!

POMEROY is committed to exploring new and improved ways to be more ecologically friendly. We are advocating, implementing and advancing “green” initiatives in our work environment that are founded on principles of conservation, utilization of alternative/renewable energy resources and recycling. There are simple things that we can all do to make a big difference!

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- Dress appropriately for the temperature in work area.
- Turn off coffee makers when not in use.
- Utilize the recycling receptacles located in the break rooms.
- Place plastic, glass and aluminum cans in the appropriate container.

If we all do our part, we can make our workplace, our communities, and our world a little greener!





Employee Engagement



POMEROY | *Committed to fulfilling our social responsibilities and striking the right balance between development and preservation to sustain our environment!*

POMEROY is committed to exploring new and improved ways to be more ecologically friendly. We are advocating, implementing and advancing "green" initiatives in our work environment that are founded on principles of conservation, utilization of alternative/renewable energy resources and recycling. There are simple things that we can all do to make a big difference!

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Employee Engagement

From: Communications Team
Sent: Tuesday, April 22, 2014 5:04 PM
To: Communications Team
Subject: **50 Ways You Can Protect & Preserve Our Environment**

As another Earth Day comes and goes, let's resolve to do our part to protect and preserve the environment all throughout the year!

Wondering what else you can do? It really is the little things that you can do (*or not do, as the case may be!*) on a daily basis that will make the biggest difference over time!

For ideas, checkout this list of 50 ways you can help! <http://www.50waystohelp.com/>

"Never doubt that a small group of thoughtfully committed citizens can change the world. Indeed, it's the only thing that ever has." -- Margaret Mead



POMEROY. Committed to advocating, implementing, and advancing environmentally friendly business initiatives for the purpose of sustaining our environment!

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Earth Day E-Waste Recycling Event
FREE To Hebron Campus Employees

Tuesday - April 22, 2014
10:00am - 2:00pm
Hebron Campus behind blue stripe building

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Acceptable Items

Computers - CPUs	Stereos
Computer Monitors	Home and office phones
Computer Peripherals	Cell phones
Printers	Consumer electronics
Fax machines	GPS devices
Keyboards	Digital cameras
Photocopiers	Telephones and
Televisions	Telephone systems
Microwave ovens	Beepers and pagers
VCRs	Call GES with questions: 513-360-6182



www.GESRecycles.com