



October 27, 2021

First: This communication expresses our healthy thoughts for all within the UN community, and our deep appreciation for the work you do.

We respect that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We ask for an extension to support us in creating, sharing, and posting our COP report due to circumstances created by the global Covid-19 pandemic. The impact has affected our clients, candidates and businesses around the globe. During this pandemic we rapidly elevated our focus towards ensuring the health and safety our employee population and their families, as well as created opportunities for work for employees of our clients and stakeholders who had been impacted by various factors and economic climate conditions that left them without a means to provide for their families. This is a responsibility that we as an organization rallied to support and aligns well with our obligations to create meaningful opportunities for work for all, including those who found themselves and their families struggling to meet basic needs.

Be assured that we have finalized our data collection and analysis, and are preparing for our final internal audit process and review with our Board of Directors and Ownership. We will be releasing our first COP soon.

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by January 28, 2022 at the latest, and your consideration and extension will be deeply appreciated.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'David J. Lewis', is written over a large, stylized blue loop.

Mr. David J. Lewis

Chief of Staff