



Our Commitment to Corporate Responsibility & Sustainability

KEY TOPICS:

Environmental Policy
Safety Policy
Energy Conservation Policy
Reuse and Recycling Policy
Delivery
Communication and Consultation

ENVIRONMENTAL POLICY

Epiq ("Company") is committed to carry out all activities in a manner that minimizes environmental impacts, conserves natural resources and provides effective stewardship of the environment. Epiq recognizes that the delivery of its operations inevitably impacts the environment in several ways, for example, through the generation of waste and the use of energy for heating and lighting. Through a commitment to continuous environmental improvement, the aim is to ensure that our business operation is undertaken in such a manner as to have minimum impact on the environment. The Company is committed to making environmental management an integral core value and vital part of the Company culture by:

- Integrating environmental considerations into work practices at all levels; Informing employees and associates of applicable environmental regulations and Company requirements;
- Providing the resources necessary for employees and associates to conduct their work in accordance with applicable environmental regulations and Company requirements while providing staff with sufficient training, instruction, information, supervision to develop and encourage environmental awareness;
- Developing environmental goals relevant to Company operations and taking actions to achieve those goals;
- Promoting pollution prevention, waste minimization, and conservation and managing wastes generated from our operations according to the principles of reduce, reuse and recycle
- Promoting the effective use of innovative environmental technologies and practices;
- Fostering a work environment in which employees and associates are encouraged to report and raise environmental issues without fear of retaliation;
- Continually improving the effectiveness and efficiency of environmental management through assessments and performance and cost metrics; and
- Complying with applicable laws, regulations and other promulgated environmental requirements.

- Ensuring that the legal duties, statutory obligations, internal policies and procedures are complied with at all times;
- Creating an environment which encourages staff to identify and participate in sustainability initiatives;
- Epiq recognizes that these environmental objectives can only be achieved through the commitment and cooperation of all Epiq's staff. In practical terms this means a willingness of all employees to demonstrate a commitment to the achievement of our environmental objectives through the implementation of, and adherence to, this environmental policy.
- Epiq encourages its associates to car pool, whether by rental car or taxi service, when traveling together for business trips.
- Avoid physically travelling to meetings where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide free training webinars to clients to attend at any time.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including work @ home etc., and promote the use of public transport by locating our offices in accessible locations, as well as participating in a program which allows employees to designate pretax funds for use with services such as public transportation.

Every employee at Epiq is expected to:

- Conduct their assigned duties in a manner that complies with applicable environmental regulations and Company requirements;
- Promptly report or otherwise address conditions that could result in a spill or release of hazardous or regulated material to the environment;
- Promptly report environmental incidents, i.e., events in which a spill or release of hazardous or regulated material to the environment occurred or could have occurred;
- Participate in the conduct of incident investigations;
- Effectively disseminate information and lessons learned from any incidents; and correct deficiencies and take actions to prevent incidents from occurring.

SAFETY POLICY

This Safety Policy is to guide all employees of Epiq and its affiliates (together, "Epiq" or the "Company") in pursuing their responsibility to safeguard the health and well-being of everyone involved with Epiq. The safety of our employees at work is a core value.

Epiq recognizes that safety is beneficial to the employee, the family, the community, the customer and to the success of the Company. Epiq is therefore committed to providing a safe and healthy work environment for all employees and requires that safety should not be compromised for any other business priority. We expect companies providing services to Epiq to have the same high standards of health and safety policies as we do.

It is the responsibility of the Company to provide the facilities, equipment, tools, procedures, safety programs and training for employees to achieve an injury-free workplace. It is the responsibility of each employee to work safely for the benefit of the individual as well as co-workers. This responsibility includes following appropriate safety rules and planning each work activity using good judgment and skills, along with a sincere dedication to work safely.

Employees should not start work until they understand what work is to be done and how to do it safely. They are all expected to be engaged in the Company's Safety Management process. Engagement includes communicating with all the parties involved about safety-related behaviors and conditions, and bringing to management's attention those issues which require their involvement and support.

All employees in leadership positions are responsible for deploying and actively supporting the Company's overall Safety Program. Epiq encourages all employees to carry this strong health and safety value beyond their workplace to all of their activities.

ENERGY CONSERVATION POLICY

It is Epiq's ("Company") goal to reduce energy consumption on its global locations whenever possible through the support and everyday efforts of its leaders and employees.

This shall be accomplished through the following energy conservation measures:

Individual actions: Close doors and windows; turn off lights, computers, printers and faxes when not in use.

Technical strategies: Pursue energy savings in equipment operations and maintenance, as well as in building renovation and new construction.

Education and outreach: Encourage energy conservation in the office.

Offices: Will be operated in the most energy efficient manner without endangering public health and safety and without diminishing the quality of workplace.

Future construction and, renovation: Will be designed for optimum energy utilization, low operating costs, and in compliance with all applicable energy codes and regulations. Incorporation of energy efficient design features in the project plans and specifications will receive a high priority

next only to meeting health, life-safety code elements of the project within the available project budget.

SCOPE

1. Local site management shall make every reasonable effort to ensure that indoor air temperature settings achieve energy savings while providing conducive working conditions for all building occupants.
2. Epiq will maintain equipment and infrastructure improvements in good working order and will undertake preventive maintenance schedules to maintain highest possible system efficiencies and, hence, lowest operating costs.
3. Incorporation of motion sensors which automatically turn off lights when the space is not occupied.
4. Building occupants should not tamper with thermostat settings and are expected to dress appropriately for the season to minimize the need for heating and cooling.
5. During the cooling season, which is generally from mid-April to mid-October, cooling is provided to maintain indoor temperatures as close to 74 degrees. During off hours, temperatures may be allowed to either rise above this temperature, with the exception of the server room.
6. During the heating season which is generally from mid-October to mid-April, heat will be provided to maintain indoor temperatures as close to 68 degrees F as practical. During off hours, temperatures may be allowed to drop as low as 60 degrees F, with the exception of the server room. This is consistent with ASHRAE standards (Thermal Environmental Conditions for Human Occupancy) to be comfortable for most people who are dressed appropriately for the season.
7. During off hours, heating, ventilation and air conditioning systems shall be adjusted so that indoor air temperature settings achieve the greatest energy savings possible while protecting Epiq assets.
8. All windows in office that are air-conditioned will be kept closed and as secure as possible to prevent loss of conditioned air.
9. The practice of purchasing ENERGY STAR qualified equipment, systems and appliances, provided the following two conditions are satisfied:
 - 9.1 The quality and function of the ENERGY STAR qualified product is equal or superior to that of non-ENERGY STAR qualified products; and,
 - 9.2 The additional upfront cost of the ENERGY STAR qualified product is less than its resulting lifecycle energy savings.
10. Energy-efficient LED computer monitors shall be purchased

11. Adjusts power settings on computers and other electronic office equipment to maximize energy savings.
12. Lights shall be turned off when not in use, when leaving a room unoccupied and at the end of the day.
13. Energy-saving fixtures, lamps, ballasts and lighting control systems will be used to the fullest extent possible in routine maintenance and repair jobs, as well as in major renovation and new construction.
14. Artificial lighting is to be used only when daylight is insufficient to perform the task at hand.
15. Energy-saving motion sensors shall be installed whenever possible.
16. Outside lighting on building grounds will be maintained at levels necessary to provide security and safety.
17. Water is to be used sparingly. Faucets shall be turned off after each use.
18. Cold water shall be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water.
19. Low-flow toilets, showers, and faucets shall be installed whenever possible.
20. Company will take every necessary step to conserve water resources, including such steps as installing controls to optimize irrigation water, reducing water usage in restrooms and showers and promoting the use of reclaimed water. The use of decorative fountains should be minimized.
21. Except for the physically challenged and person transporting heavy equipment or materials; (i) minimize the use of elevators. Take the stairs whenever possible (ii) open doors manually rather than with the assistance of ADA door openers.

REUSE AND RECYCLING POLICY

- Epiq donates furniture to be given to local Charities. If the furniture cannot be reused, it is disposed of thru reputable waste management companies (i.e. 1-800 Junk service or College Hunks.)
- Provide Pro Shred recycle bins thru out the building each floor or departments.
- Commissioning of Iron Mountain storage facilities to store vital recorders.
- Epiq provides electronic templates for all of documents and encourage all associates to go paperless whenever the opportunity is available. If paperless is not possible, we require double-sided printing for materials that are distributed internally and externally.

- Epiq invests in electronic procurement, billing, signature, expense and reimbursement programs to reduce paper invoicing, as well as reducing the amount of paper used in our ordinary course of business.
- Epiq requires its associates to pay for services or tangible items via wire transfer or the corporate purchasing card in order to reduce paper usage.
- Epiq provides reusable, recycled hot and cold beverage containers to reduce use of paper and plastic
- Epiq provides clearly labeled recycle bins throughout the building for use. Some of these could go under Safety or Environment.

DELIVERY

Epiq recognizes that the delivery of improved environmental performance is a collective effort which relies on the commitment and effort of staff across the organization. The following key areas of responsibility are:

A. Management level

- The senior management team is responsible for integrating environmental and sustainability considerations into the work of each Directorate

B. The Office/Facilities Manager is responsible for:

- establishing operational procedures and data gathering activities which will deliver the targets set out in this policy. In particular measuring and recording our environmental performance indicators and analyzing these against objectives
- identifying, assessing and controlling environmental impacts arising out of discussions with staff and contractors
- Ensuring environmental impact assessments and their subsequent objectives are reviewed where significant changes to Monitor's operations have taken place

C. Individual level. Employees are responsible for;

- following the principles of the Environmental Management Policy and any related guidance

- undertake their work with due regard for good environmental management notably in the following areas of switching off meeting room lights when not required to switching off PCs and monitors at the end of the day and weekends (unless given other instructions regarding IT maintenance) or reducing paper use by only printing when necessary or only using color printing when necessary and for a final copy of utilizing the recycling facilities.
- using trains and tube for business travel as much as possible, (keep the use of taxis to a minimum) or using video-conferencing capabilities provided where appropriate rather than making business travel or reducing dependency on couriers by posting in advance where possible.

COMMUNICATION AND CONSULTATION

Epiq policy of communicating with employees on environmental issues is proportionate to the size of the organization, the results of the environmental impact assessment and the extent of Epiq's financial and/or operational control to improve its environmental performance. The overall aim is to ensure collective participation in improving our environmental performance and in achieving our environmental targets and objectives as indicated in this policy.

Employees are provided with information on Epiq's environmental initiatives and performance in a number of ways including, but not limited to, induction, newsletters, circulars, Epiq's intranet, notice boards, and team meetings.