

SUSTAINABILITY, ENVIRONMENTAL RESPONSIBILITY, AND CLIMATE CHANGE POLICY

CBIZ is a professional services firm with no manufacturing or product distribution activities. Therefore, our environmental footprint is relatively small. However, we are committed to operating our business as a responsible corporate citizen consistent with principles supporting sound environmental management and concern for the well-being of our environment. We believe an appropriate balance between environmental goals and economic health can and should be achieved. This requires CBIZ operations and employees to support and achieve the following goals:

- Operate our offices in an environmentally sound manner.
- Conserve natural resources by recycling materials, purchasing recycled materials when practical, and reducing the amount of waste produced in the operation of our business.
- Reduce our impact on global climate change by encouraging lower greenhouse gas (“GHG”) emissions in ways including less frequent business travel, the use of digital technology to reduce the use of physical resources, and the adoption of programs to reduce waste generation.
- Reduce the use of energy by employing improved energy conservation and energy efficiency practices through the use of improved technologies and digital equipment, as well as employee education.
- Use natural resources in ways that foster sustainability and quality of these resources.

CBIZ’s commitment to these goals includes the following specific elements:

- We are committed to “reduce, reuse, and recycle” programs at our offices. We will endeavor to reduce the use of, and promote recycling of, commodities such as paper, metals (e.g. aluminum) and plastic products.
- We will operate in an environmentally responsible manner and in compliance with environmental laws and regulations.
- We will make environmental responsibility and resource conservation an integral part of business management, and will support finding meaningful solutions to environmental concerns that may arise.
- We will reduce our impact on the environment through local operations’ initiatives.
- We will work to reduce the company’s carbon footprint, where possible, and to promote sustainable consumption.
- We will continue to promote our shift from print-based marketing and promotional materials to digital assets to help conserve natural resources.
- We will continue to utilize video conference meetings when practical to reduce GHG emissions and other effects of air travel.

CBIZ makes sensible and responsible environmental management an important initiative for each of our employees and our local offices. Each CBIZ office is expected to manage its activities consistent with the goals of this Policy. Each CBIZ employee is expected to work toward these goals and is encouraged to (1) advise his or her supervisor promptly of any situation that may be in conflict with this Policy, and (2) propose any reasonable solution(s) that can support this Policy and further reduce CBIZ's carbon footprint.