



Navigating the Future A Sustainable Path with ESG



ESG Report 2022 - 2023



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Introduction



At Tekgence, our mission Finding a Good Work for **People and **People** for Good **Work**.**

Doing it right extends far beyond how we serve our customers and includes the ways we interact with each other, impact our local communities, and engage with our global community. It is vital that we make a positive contribution to society at all levels, from our sustainability practices to the volunteer and philanthropic efforts of our team members.

We live by our CORE4 Values: Service-First Mindset, Grounded in Respect, Collaborative Spirit, and Sense of Ownership. These values guide all our actions as individuals and as a company and lead us to strive, make a positive impact everywhere we live, work, and do business.

As a global company, our reach is extensive, and we know it is critical that we take consistent action to promote good corporate citizenship & lead the way with our environmental, social, and governance (ESG) strategies



Governance

Statement and Purpose



At Tekgence, our CORE4 Values are intrinsic to our business strategy and serve as the foundation of who we are and how we support our customers.

Living the CORE4 starts with our Board of Directors and across our organization, enabling every team member's contribution in reaching their own high expectations. Our way of life at Tekgence demands good corporate governance, so our business strategy and CORE4 align.

The principles set out in our Code of Business Conduct & Ethics are integral to our future growth and success and function as the bedrock to our vision—to be the premier, global provider of technology-driven workforce risk management and compliance solutions.

Our Vision

We live by our CORE4 Values: Service-First Mindset, Grounded in Respect, Collaborative Spirit, and Sense of Ownership. These values guide all our actions as individuals and as a company and lead us to strive, make a positive impact everywhere we live, work, and do business.

Our Mission

Our mission Finding a Good Work for **People** and People for Good **Work**.

Our CORE4 Values

			
Service-First Mindset We get it right.	Grounded in Respect We care about our work and each other.	Collaborative Spirit We win together.	Sense of Ownership We think bigger.

Governance

Information Security

The security and integrity of Tekgence's information systems and technology infrastructure is vital to enabling the company to operate its business and protect company and customer information assets.

Information Security Framework

Tekgence has an established Information Security Management System (ISMS) comprising policies designed to achieve and maintain the company's information security objectives, and to establish the company-wide requirements for secure design, management and operations of the company's information systems as defined.

These policies also govern and demonstrate management's commitment to safeguarding proprietary and confidential and personal information, providing direction and support for information security compliance with business requirements and relevant laws and regulations—as well as directing company decision-making and incident response management. These policies are reviewed at planned intervals—or when otherwise prudent—to help ensure continuing suitability, adequacy, and effectiveness of the company's information security program.

The policies and their supporting baselines, standards, and procedures demonstrate the company's commitment to continually improving its security program in light of constantly evolving technology and changes in the global information security environment.

The policies apply to all relevant parties, including employees, independent contractors, consultants, suppliers/vendors, customers, and auditors, as applicable. All Tekgence personnel involved in the design, build, management, operations, and security of the company's computers, networks, and information systems are responsible for the implementation of and compliance with these policies.





Governance

Commitment to Social and Environmental Initiatives

Our ESG program is maintained by senior members of our human resources, communications, and is overseen by our board. Our senior leadership team is responsible for executing our ESG strategy. Tekgence seeks to be a good corporate citizen by making a positive impact on our world and the communities in which we operate.





Social

We know that everything we do as a company is made possible by our team members. We support all our global employees through comprehensive benefits programs, total rewards, volunteering, and giving allowances. We also ensure our diversity, equity, and inclusion (DEI) strategies encourage everyone to bring their whole selves to work, collaborate and grow their careers.





Equal Employment

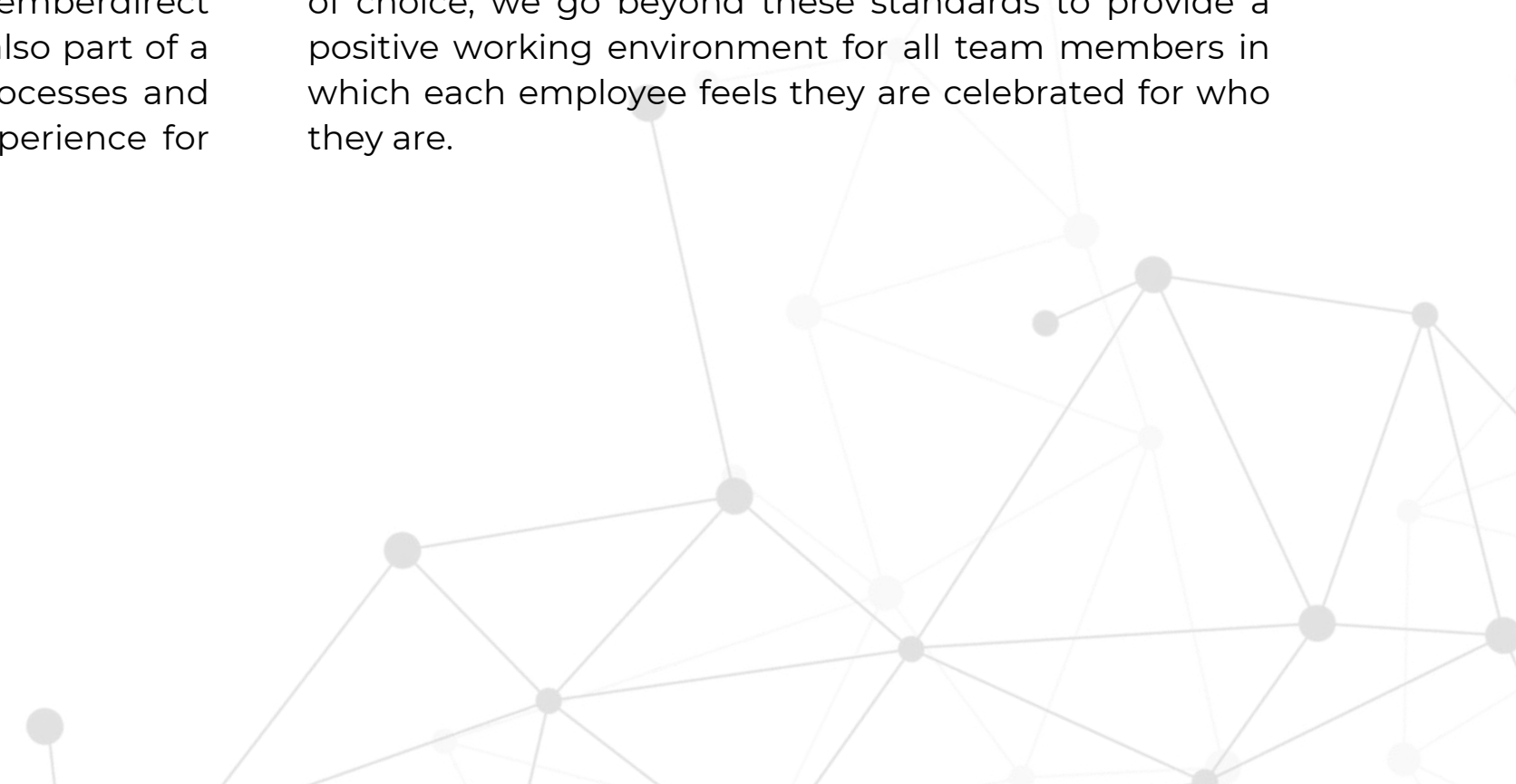
Tekgence is an equal opportunity employer committed to providing a workplace that is free of discrimination. We consider all individuals for any position for which they are qualified. It is also our policy to administer all activities related to applicants and team members, including recruitment, hiring, placement, upgrading, training, promotion, transfer, separation, recall, compensation, benefits, education, recreation, and all other conditions or privileges of employment without regard to race, religion, sex, gender identity, sexual orientation, national origin, ancestry, citizenship, age, marital status, pregnancy, genetic information, disability, or protected veteran status.

Team Member Relations/Compliance Hotline

We have a dedicated team member relations function within our Human Resources department focused on supporting team members through any internal concern or investigation. The goal of this function is to maintain a consistent experience for all team members, ensure a quick response and resolution to any employee concern, enhance cross-functional collaboration, and give each team member direct access to support whenever they need it. This is also part of a wider initiative to streamline and standardize processes and policies to reduce bias and ensure a uniform experience for every team member.

Diversity, Equity, and Inclusion

We know that having a diverse, engaged workforce means we will be more innovative, more effective, and better able to delight our customers. We strive to be a leader of diversity, equity, and inclusion and an employer of choice. We follow all Equal Employment Opportunity (EEO) standards and best practices, but, as an employer of choice, we go beyond these standards to provide a positive working environment for all team members in which each employee feels they are celebrated for who they are.



Social

Diversity, Equity, and Inclusion

We are committed to a multi-year diversity, equity, and inclusion (DEI) strategic plan that increases our diversity in senior-level roles, provides more development opportunities for team members in under represented groups, creates space for crucial conversations and grows communities through our employee affinity groups. DEI at Tekgence is developed by the human resources department.

- Tekgence creating an ESG organization structure to truly support our DEI strategy. We partnered with a third-party consultant to completely review our policies, processes and set the vision for our future and how we can change further to be a best-in-class employer with an engaged and diverse workforce.
- We formalized our DEI policy.
- We are reviewing our processes so we can further embrace DEI in everything we do.





Social

Women at Tekgence(Global)

We are committed to an ongoing journey to have the best and most diverse talent who provide industry-leading innovation and services to our customers and consumers around the globe. While we are proud of our progress, we look forward to all we will accomplish in the future in this crucial space through the collaboration, innovation, and dedication of our diverse and talented team members.

Inclusion Council

Tekgence's Diversity, Equity, and Inclusion Council is comprised of representatives from each team member resource group and each group's executive sponsor, along with members from our Human Resources team. The council meets every other month to discuss important DEI initiatives, drive strategy, and advise the company's operating committee to ensure inclusion, representation, and equity for all team members, everywhere.

Supplier Diversity

We encourage small and diverse businesses, agencies, and institutions, through our practice of developing and engaging qualified vendor partners and suppliers. We identify these businesses, provide technical assistance and counsel to such businesses (enabling them to qualify as suppliers of goods and services on a competitive basis), and actively seek to utilize the services of qualified small and diverse businesses, agencies, and institutions.



Social

Supplier Diversity

Our Supplier Diversity Program supports:

- Small Businesses
- Women-Owned Small Businesses
- LGBT-Owned Businesses

Supplier Diversity Tekgence ESG Report 2022- 23 Social We partner with many different business enterprises, directories, sources, commissions, and networks to support our Supplier Diversity Program, and we look forward to maintaining our current partnerships and establishing new ones as we continue to invest more each year in small and diverse businesses, agencies, and institutions

Employee Listening Strategy

As a part of Tekgence’s Employee Listening Strategy, we monitor our Team Member satisfaction and engagement through annual Organizational health Surveys, great place to work survey, status reports, quarterly pulse surveys, and exit/on boarding surveys that include questions surrounding operational effectiveness, Diversity, Equity, and Inclusion, innovation, culture, company direction, performance management, support from leadership, and personal opportunities, rewards, and recognition. This year, we have also required each manager to have at least one 30-minute monthly check-in with each of their team members.

Organizational Health Survey

The feedback we receive from our Team Members in the Organizational Health Survey is shared with each function leader, who crafts a detailed action plan for their department while our executive team develops a plan for the entire company.



We find it vital to actively engage with each other on internal issues and the improvements that emanate from our Organizational Health Survey to ensure our Team Members know their voices are heard.

We saw improvements in each survey category including culture, leadership, innovation, company direction, and diversity, equity, and inclusion.

Employees shared strong interest in continued flexible work locations and an interest in more opportunities for professional development.

Pulse Surveys

The pulse surveys are sent to a randomly selected group of employees on a quarterly basis. Many team members mentioned that teamwork was what inspired and uplifted them at work.

A little more than half of respondents felt like their department has made progress on the action plans they put in place for the FY22 Organizational Health Survey results and employees also expressed more opportunities for professional development.





Social

Monthly 1:1 Team Member and People Leader Meetings

As a part of Tekgence's Employee Listening Strategy we are asking each manager to have at least one 30-minute 1:1 monthly meeting with each of their team members. During each 1:1, the employee has the opportunity to discuss their performance, growth and needs. They are also provided with a different theme each month that they should cover during their 1:1 meetings. The themes provided cover subjects like what motivates them at work, what work-life balance means to them and many more that help them build strong relationships and the ability to communicate often with their leaders.

Onboarding and Exit Surveys

Finally, each team member is given the opportunity to provide their feedback about their time at Tekgence during their on boarding period and when they leave the company. Departing employees also could participate in an exit survey which is delivered to them as soon as the organization is made aware of their resignation.

Learning and Development

Tekgence is committed to providing our team members with opportunities to grow personally and professionally throughout their careers at the company. We provide resources and learning that align with our business strategy, empowering career and professional development, and building people leader capabilities.

Professional Development

All team members are encouraged to have a professional development goal as part of their annual performance plan. Education and tools are available to help team members identify potential development actions they can take to achieve their growth goals, including a comprehensive competency development guide. Recommendations include on-the-job assignments, mentoring and coaching opportunities, and multi-media training options.





Social

There is a wide range of professional development opportunities available for team members. There are self-paced courses, job aids, videos, and resource sites available on a variety of topics. Education is available on subjects including communication skills, change management, wellbeing, time management, facilitator skills, and presentation skills, just to name a few. There are also function-specific training courses available to help team members improve their performance on the job.

Leadership Development

Tekgence's leadership development programs continue to improve and evolve to ensure that leaders at every level are equipped with the skills and knowledge to lead themselves, lead others, and lead the business.

Team members are selected for this program by leader referral and executive committee selection. The process takes into consideration different business functions, levels and tenure while ensuring each cohort is diverse and representative of our Tekgence team as a whole.

Compensation and Benefits

Our rewards programs are designed to attract, retain, and motivate talented team members who are Grounded in Respect with a Service-First Mindset, Collaborative Spirit, and Sense of Ownership. We offer competitive programs that reward exceptional performance and focus on driving a higher standard of accuracy in everything we do and promote an inclusive and diverse workforce.

Tekgence strives to deliver total rewards programs that are:

- Competitive to the market
- Results-driven
- Globally consistent and locally relevant
- Employee-focused





Social

Time Off and Flexible Work

We recognize the impact and importance of flexible work, and offer the option of remote or hybrid (part-timer remote and part-time in an office) work to most of our team members, depending on the requirements of their role. Leaders always strive to offer flexibility in scheduling to allow team members any accommodations they need to accomplish their goals while maintaining a strong work/life balance.



Competitive Pay

Our compensation packages are competitive, equitable, and aligned with each team member's performance. We want to motivate and reward superior performance while ensuring we align rewards with our CORE4Values as well as our business goals. To stay competitive we benchmark our compensation packages against standards in the markets where we compete for talent and we reward even further highly performing individuals with allowances.

Recognition

Tekgence encourages the recognition of excellent performance and achievement with rewards that are both meaningful and immediate. Our internal CHEERS! award program creates opportunities for recognition at all levels, from a simple message of thanks to a spotlight award from a leader or even a nomination for one of our prestigious quarterly CORE4 Champion awards. Recognition at Tekgence is based on our CORE4 Values, which are the foundation of everything we do, along with work-related achievement



Wellness

At Tekgence, we believe our team members are the foundation of our success. We offer a wide range of wellness programs to meet our team members' and their families' needs.

Our goal is for our team members to thrive, not just survive.

Our experienced HR Business Partners are also available to support team members with any needs.

Environmental

Responsibility

Tekgence does more every year to be sustainable and demonstrate leadership in ways that matter to our stakeholders and our global community.





Environmental

At Tekgence, we continue to refine our operational processes to protect the environment by focusing on waste reduction, carbon and climate issues, and the preservation of natural resources. Through innovative products and automation, we continually strive to innovate in this space and provide new solutions to industry issues.

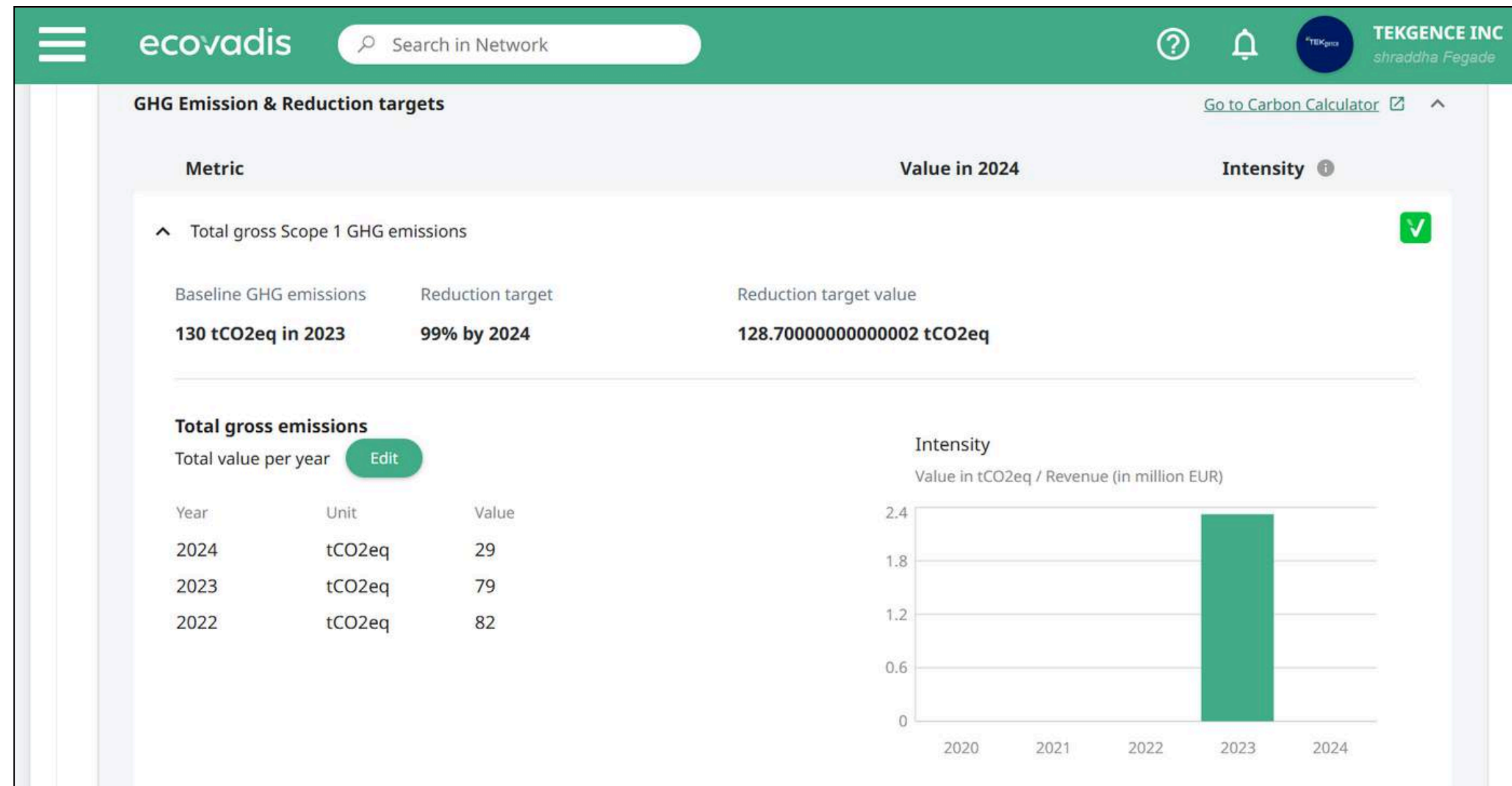
In 2023, Tekgence solidified our ESG Program, creating an organization structure to support the sustainability of our practices and people and creating a carbon reduction plan. Our ESG leadership is made up of board members and strategic leaders.





2023 GHG Emission Report - Environment

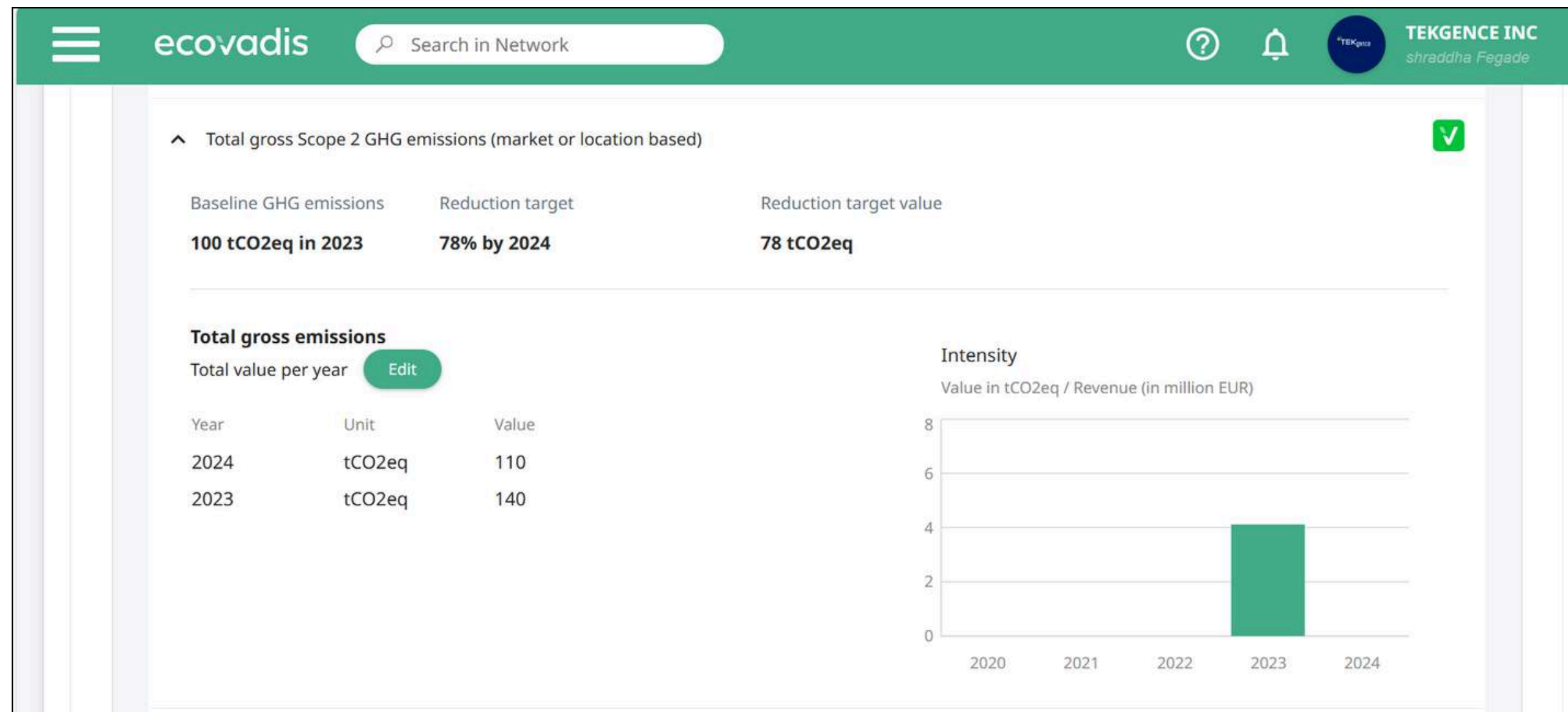
Scope 1





2023 GHG Emission Report - Environment

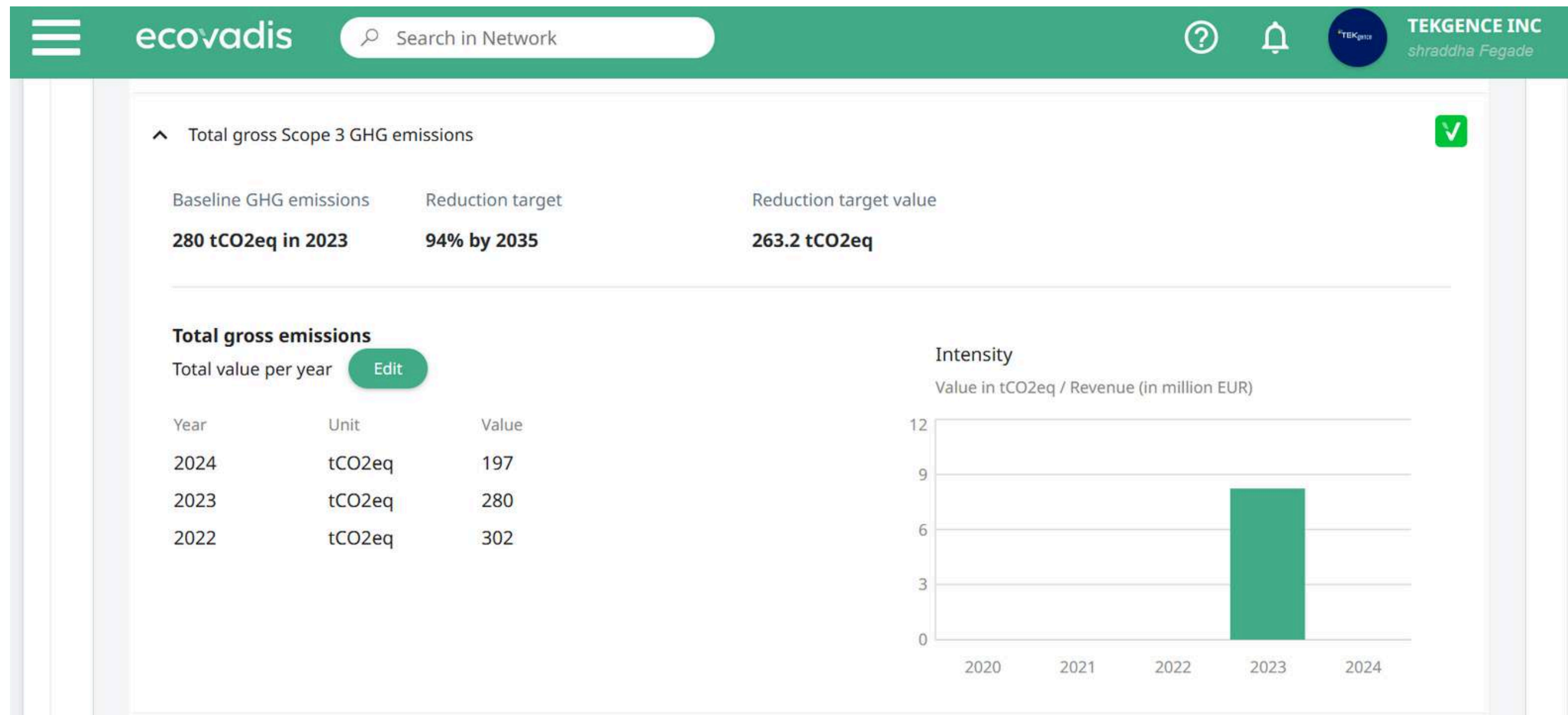
Scope 2





2023 GHG Emission Report - Environment

Scope 3



Environmental

Responsible Practices



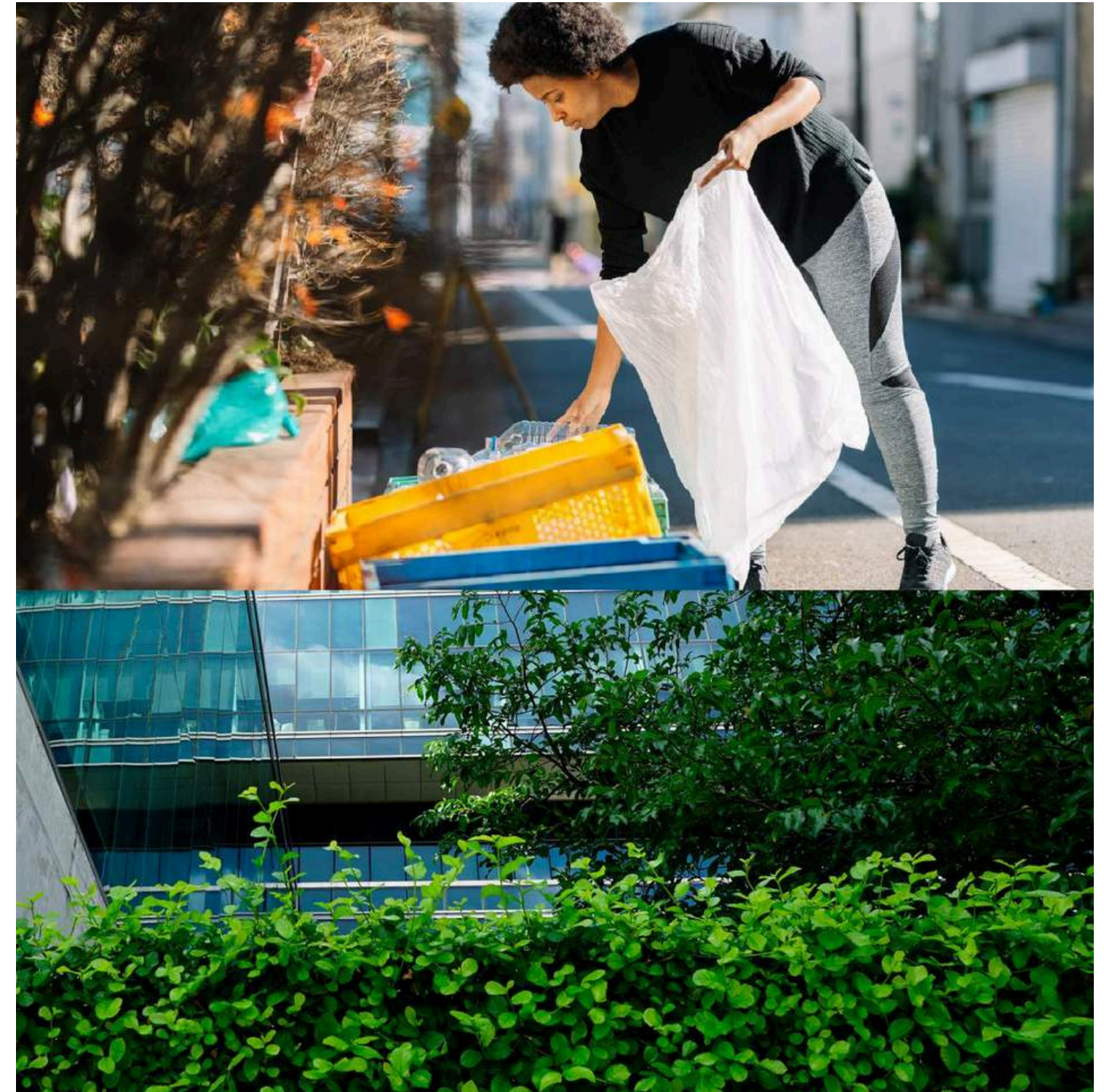
Business Travel

Business travel has been reduced heavily since 2020 and focus continues to be on technology-led meetings wherever possible. Tekgence will be targeting business travel on sustainable partners and carbon off-set plans.

Waste Reduction

Besides the usual recycling of paper, glass, metal, and plastic, Tekgence's recycling program also includes batteries, cell/mobile, electronics, toner cartridges, furniture, and most office supplies. While we recycle any items that are eligible, we have taken additional steps to greatly reduce the need for waste or recycling in the first place. We reduced the use of paper cups for coffee and water in our kitchens by providing reusable mugs to our employees. Plastic cups have been taken out of circulation in all our offices and in addition, we use hot/cold filtered water dispensers in all of our kitchens to remove the need for conventional plastic water bottles sold in traditional vending machines.

As part of our green initiatives to reduce our impact on the environment, we make sure our discarded papers are shredded in accordance with industry standards and processed into recycled paper products or energy. This lends itself to higher security standards as well as a high level of consciousness about our environment.





Environmental Responsible Practices

Energy

Through measurement and analysis of consumption, Tekgence continues to monitor our energy use in an attempt to minimize our carbon footprint. We are committed to conserving energy and reducing our impact on the environment.

Green Initiatives

Tekgence is dedicated to environmental awareness, accountability, and stewardship. Our systems have been designed to automate and substantially eliminate the need to print reports in an industry in which many screening companies mainly utilize paper to fulfill their operational activities.

As part of our global facilities strategy, we actively seek LEEDS or WELL certified buildings for any new properties with key criteria such as LED intelligent lighting systems, renewable energy sources and employee well being factors. As part of this strategy, locations are reviewed for resilience against global warming impacts such as inclement weather or flooding. Since 2021, Tekgence has adopted working from home or hybrid working for most of our employees, greatly reducing our dependency on office space and consumption.

Tekgence will be working with real estate partners to source renewable energy for our global offices actively sourcing renewable energy partners for our electricity and water consumption and looking at partnering with solar panel projects.





Environmental

Responsible Practices



In those offices in which limited essential staff members still work, we conserve energy and reduce our carbon footprint in the following ways:

- We encourage employees to power down computers and lighting in areas that are not in use.
- We strive to efficiently manage our business to optimize space and energy use.
 - For example, essential staff utilize a small portion of our total office space so the areas of the office that are not in use are powered down and go dark.
- Temperature is controlled by programmable thermostats, which are locked behind tamper-proof covers.
- All printing devices are set to enter sleep mode after defined periods of inactivity to save power and consolidated to essential devices rather than assigned per office/cube.
- All monitors, laptops, and desktop computers are configured, by default, to go into sleep mode when idle to conserve energy. This is true for computers used both at home and at the office.


Electronics and Technology

We ensure that, whenever possible, the equipment we purchase is Energy Star rated and end-of-life items are discarded in a safe and responsible way. Any gently used electronics, office supplies, and office items that are no longer needed for the business are donated to local organizations, including schools and charities, in communities where we have offices. Tekgence has been upgrading work at home equipment since the pandemic to ensure new energy efficient monitors and equipment are being used and the old equipment is donated.



FY 2023 - 2024 ESG highlights


Greenhouse gas (GHG) Emissions

70% to 79% 


Scope 1 and 2 emission target

50% 

Business Travel Emission per FTE Reduction

58% 

Renewable energy purchased towards 100% goal


70% 


Scope 2

Diversity & Inclusion

1050+ 

Tekgence People

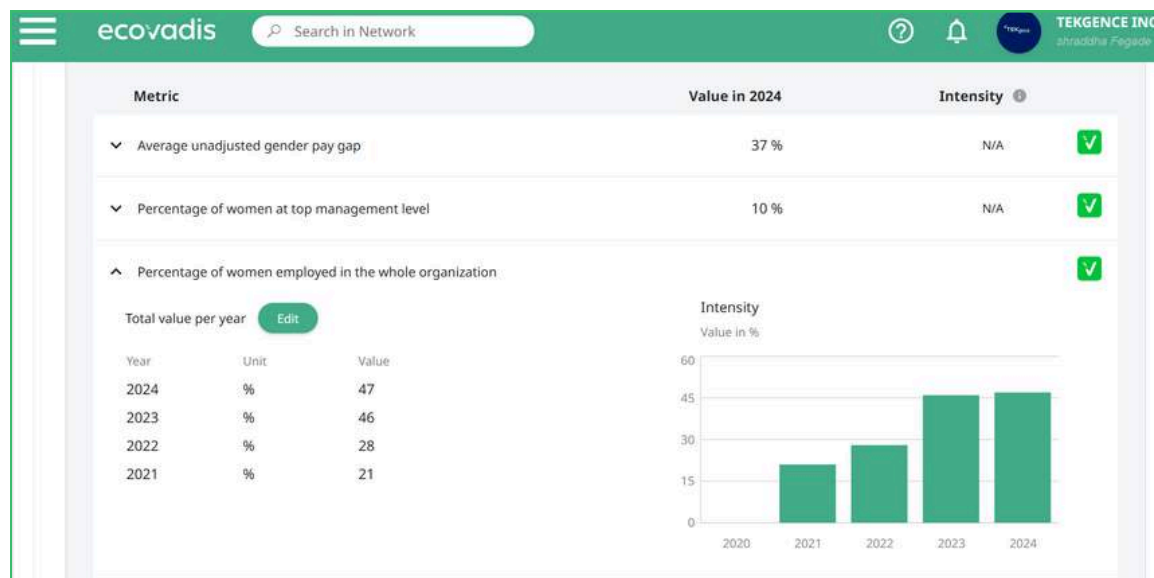
46% Women 

54% Men 

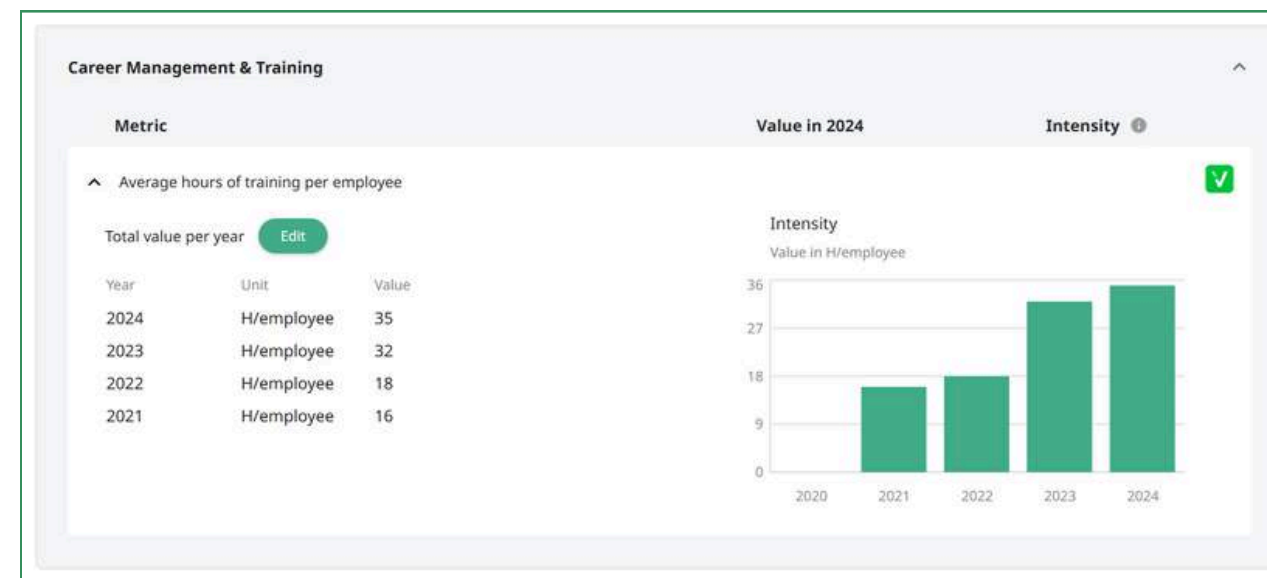
32 

Annual Average Training hours per individual

Percentage of women employed organisation



Annual Average Training





World Climate



Reduce Emissions

Comitment to science - based net zero with 2030 goals

Embed Sustainability

Address internal polices and practices

Empower Individuals

Educate and inspire Tekgence people to act on climate change

Engage Ecosystems

Engage with ecosystems to address climate change



Comimitement to science -based net zero with 2030 goals



1. Reduce emissions from business travel 50% per full time equivalent from 2019 levels.
2. Source 100% renewable energy for tekgence facilities.
3. Transition fleets to 100% electric vehicles.
4. Engage Tekgence's Supply chain to set science - based carbon reduction targets.
5. Invest in meaningful market solutions to compensate for remaining emissions.



2023 Sustainability Highlights - Tekgence Inc

ecovadis

Sustainability Highlights

TEKGENCE INC (GROUP)

Irving- United States of America | Activities of employment placement agencies
 Publication date: 23 Nov 2023
 Valid until: 23 Nov 2024

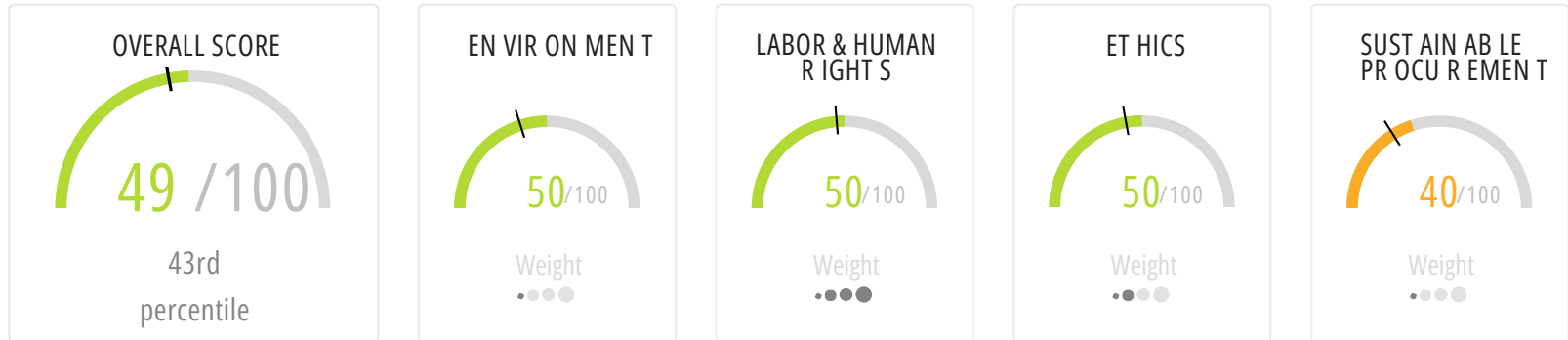
49/100
 43rd
 percentile

SUSTAINABILITY PERFORMANCE OVERVIEW

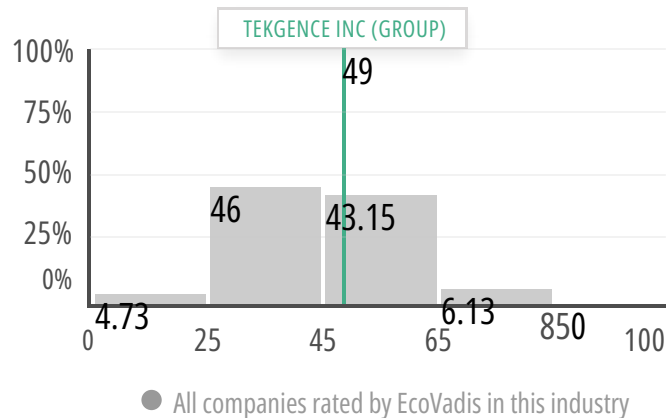
Score breakdown

TEKGENCE INC (GROUP) sustainability performance is:
 Good

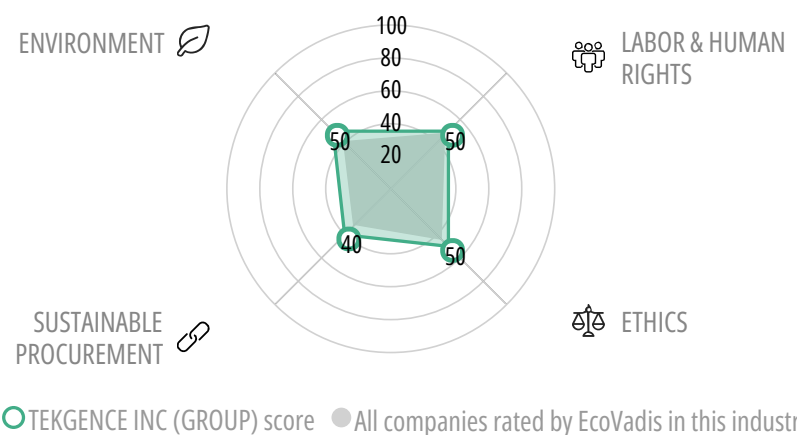
Sustainability performance: ● Insufficient ● Partial ● Good ● Advanced ● Outstanding — Average score



Overall score distribution



Theme score comparison



Diverse Supplier Diversity Categories and Certifications



Professional Diversity Network