

SUSTAINABILITY POLICY

PURPOSE

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all the organization's activities and to establish and promote sound environmental practice in our operations.

POLICY

WorkForce Software [the Company] commits itself to minimizing its impact on our environment through:

- Providing a safe and healthful workplace
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood
- Being an environmentally responsible neighbor in our community
- Conserving natural resources by reusing and recycling
- Using, in our own operations, processes that do not adversely affect the environment
- Ensuring the responsible use of energy throughout the organization
- Participating in efforts to improve environmental protection and understanding
- Taking steps to improve environmental performance continually
- Conducting rigorous audits, evaluations, and self-assessments of the implementation of this policy
- Working with suppliers who promote sound environmental practices
- Enhancing awareness among our employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner

RESPONSIBILITIES

It shall be the responsibility of the CEO and leadership team to ensure implementation of these policies and procedures.

PROCEDURES

WorkForce Software shall develop guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.

The company will act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities and inform affected parties as appropriate.

WorkForce Software will, use reasonable endeavors to reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.

The company will use all reasonable endeavors so that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled, or disposed of safely.

The company will use all reasonable endeavors to minimize materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.

WorkForce Software will use all reasonable endeavors to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.

The company will, use reasonable endeavors to, utilize its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.

The company will use all reasonable endeavors to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy.

In order to continually improve its environmental management system WorkForce Software will use reasonable endeavors to conduct audits and self-assessments of its compliance with this policy.

The company will maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.

WorkForce Software will use reasonable endeavors to ensure that every employee, volunteer and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

Our company is committed to this policy and will readily act to promote our identity as a socially aware and responsible business. Management will communicate this policy on all levels and managers are responsible for resolving any issues related to this policy.