

# Zones Sustainability Policy

Zones, Inc. (Zones) is committed to environmental affairs leadership in all of its business activities. Zones has had long-standing corporate policies of providing a safe and healthful workplace, protecting the environment and conserving energy and natural resources, which were formalized in 1999 (safety/ERT), 2006 (Green IT) and 2011 (sustainability), respectively. These policies have served the environment and our business well over the years and provide the foundation for the following corporate policy objectives:

- Provide a safe and healthful workplace, and ensure that personnel are properly trained and have appropriate safety and emergency equipment.
- Be an environmentally responsible neighbor in the communities where we operate, and act promptly and responsibly to correct incidents or conditions that endanger health, safety or the environment. Report them to authorities promptly and inform affected parties as appropriate.
- Conserve natural resources by reusing and recycling materials, purchasing recycled materials and using recyclable packaging and other materials.
- Use warehouse, transportation and technology lab integration processes that do not adversely affect the environment, including developing and improving operations and technologies to minimize waste; prevent air, water and other pollution; minimize health and safety risks; and dispose of waste safely and responsibly.
- Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency and giving preference to renewable over nonrenewable energy sources when feasible.
- Meet or exceed all applicable government requirements and voluntary requirements to which Zones subscribes. Set and adhere to stringent requirements of our own no matter where in the world the company does business.
- Strive to continually improve Zones' environmental management system and performance, and periodically post environmental initiative metrics to the general public on the Zones website.

Conduct rigorous audits and self-assessments of Zones' compliance with this policy, measure progress of Zones' environmental affairs performance and periodically report to its Executive team. Every employee and every contractor on Zones premises is expected to follow this policy and to report any environmental, health or safety concern to Zones management. Managers are expected to take prompt action.

Zones is strongly committed to participation in voluntary programs and is compliant with a number of voluntary initiatives and partnerships with governmental and nongovernmental organizations. Zones is proud of our 100% clean environmental record, having incurred no infractions, warnings or penalties in the history of the company.

**Zones Sustainability Program contains six core areas of focus:**

- Health and Safety – ensure safe workplace practices as well as offer health and wellness programs to employees and their dependents.
- Ethics and Financial Accountability – apply appropriate business ethics and adherence to applicable standards for financial accounting and transparency.
- Community – ensure support and contribution to the communities in which we operate.
- Diversity – Zones encourages diversity and inclusiveness throughout the supply chain.
- Labor Practices – adhere to local, national and international laws, rules and standards for labor practices.
- Green Initiatives – reduce energy and water usage, minimize waste and the use of potentially hazardous chemicals and materials, increase recycling and improve efficiency.

## **Health and Safety**

Zones places a high value on the safety of its team members. Zones is committed to providing a safe workplace for all team members and has developed its program for injury prevention to involve management, supervisors and team members in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that a team member must violate a safety rule or take a risk of injury or illness in order to get the job done.

Team members are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Managers and supervisors are responsible for the safety of their team members and as a part of their daily duties must check the workplace for unsafe conditions, watch team members for unsafe actions and take prompt action to eliminate any hazards.

Management devotes the resources necessary to preserve a safety committee comprised of management and elected team members. Zones provides initial and ongoing training for team members and supervisors. In 1999 Zones formed an Emergency Response Team (ERT) comprised of volunteer team members in cross-department positions throughout all Zones locations. ERT is specially trained in safety and emergency procedures including CPR.

Zones offers health and wellness programs to help employees maintain a well balanced lives. Corporate headquarters provide an onsite lunchroom, exercise facility, yoga / aerobics room and team lounge.

The complete Health and Safety policy is available to all Zones team members via a link on the Zones corporate intranet and from the Human Resources Department.

## **Ethics and Financial Accountability**

Zones adheres to the highest standards of legal and ethical best practices. Zones' Code of Business Conduct & Ethics (the "Code") applies to all officers, team members, contract workers and directors. Zones is committed to ethical business practices and regulatory compliance; therefore conduct in violation of the policy reflected in this Code is unacceptable in the workplace and in any work-related setting outside the workplace.

Our Code of Conduct is available to the public in the About Us section of the Zones website.

## **Community**

Zones donates to United Way local and member agencies, helping to address immediate needs within local communities while supporting long-term solutions that tackle the root causes of some tough problems.

Through its annual United Way team member giving campaigns and corporate matching funds, Zones is able to help numerous nonprofit groups in the community where team members live and work.

Zones also occasionally supports social, arts and education endeavors. Some of the organizations that have received support include the Pacific Northwest Ballet, the Leadership Advancement International (LAI) Scholarship Program, Northwest Harvest, The Junior Diabetes Foundation and Programme for Africa Leadership, among others. Zones works with local businesses to provide services to our team members and hosts special events such as on-site blood drives, book fairs and local business fairs

Visit the About Us section of the Zones website for more information.

## **Diversity**

Zones is certified as a Minority Business Enterprise (MBE) under the guidelines of the National Minority Supplier Development Council, Inc. (NMSDC) and is also a certified Corporate Plus™ member of the NMSDC. Zones was originally certified as an MBE by the Northwest Minority Supplier Development Council (Northwest MSDC).

Our Corporate Plus certification honors and recognizes our commitment to excellence and our national-level fulfillment and service capabilities; it's awarded to minority-business enterprises that have a proven ability to fulfill contracts for major corporations in an exemplary manner. The Corporate Plus program brings companies to the attention of all National Corporate Members and helps expand their participation in the NMSDC Network. National Corporate Plus Members provide additional opportunities to fellow diverse organizations through continued development of their own internal minority business development programs.

Zones was honored to receive the Northwest MSDC MBE to MBE Inclusion Award for our support of diverse suppliers. Zones will continue to grow its diverse vendor base and provide Tier 2 reporting upon request.

Zones diversity program details and a complete list of affiliate certifications can be found in the About Us section of the Zones website.

### **Labor Practices**

Zones offers rewarding positions to talented, creative and driven people with integrity, commitment and passion. Zones employees are encouraged to build a future at Zones while working with people who are dedicated to growth, learning and creating an enthusiastic workplace. As an equal opportunity employer, Zones takes pride in its diverse team of employees, and is a member of the Better Business Bureau.

Visit [Zones.com](http://Zones.com) Why Zones page for more information.

### **Green Initiatives**

Zones is a supportive ally of the planet and the communities we serve with product, service and solutions offerings that we utilize ourselves while conducting business. Zones is committed to reducing the impact that information technology has on the environment.

To help our clients meet and increase environmental standards, we provide environmentally friendly products, green IT services and asset management services. Zones works with manufacturers to offer servers, computers, notebooks, monitors and consumables that have environmentally friendly attributes evidenced by their ENERGY STAR® and EPEAT™ ratings.

ENERGY STAR® products help save energy through efficient designs. The EPA requirements for earning ENERGY STAR are to meet energy use benchmarks in three distinct operating modes: standby, active and sleep modes. In addition to the product, any included accessory must also meet the ENERGY STAR qualifications for its category.

EPEAT™ is operated by the Green Electronics Council (GEC). EPEAT evaluates products according to three tiers of environmental performance Bronze, Silver and Gold. To qualify for acceptance as an EPEAT product, a product must conform to 23 required criteria and, in the case of Gold and Silver, a percentage of optional criteria (Gold 75% and Silver 50%).

Zones Professional Services plans, coordinates and conducts a comprehensive selection of environmentally friendly solutions. Programs offered to clients include virtual environment conversion, carbon footprint assessments, multifunction printer installation, data center retrofitting, network storage consolidation, lifecycle management, electronic document archiving and others.

Zones offers a comprehensive Asset Management program, including ITAD services, leading up to and including systematic reuse, repurposing, recycling and disposal. Zones recycling partners provide complete, environmentally responsible disposition of IT assets. IT assets are recycled following EPA guidelines as well as federal, state and local guidelines. Zones service partners are committed to a zero-landfill policy for e-waste and proper disposal of toxic heavy metals.

As a leading technology provider in the U.S., Zones is committed to the local and global environment, demonstrated by some of the ways in which we minimize the environmental impact associated with internal business operations.

- Green Packaging
- Server Consolidation
- Environmentally friendly Print Catalog program– Forest Stewardship Council (FSC) certified paper and use of soy-based ink
- Internal Recycling
- Commute Trip Reduction Program (CTR)

Details of Zones Green IT Initiatives are available to the general public in the About Us section of the Zones website.

### **Zones Voluntary Public Disclosure of Environmental Key Performance Indicators and Results**

Zones tracks environment-related indicators in the following areas: power consumption, greenhouse gas emissions, waste disposal and recycling, and water usage. Zones' Corporate Policy on Environmental Affairs calls for the company to publicly disclose information on its environmental programs and performance. Results of Zones policy, best practices and initiatives are available to the general public on the Zones corporate website.