100 Village Boulevard, Suite 300 ◆ Princeton, NJ 08540 ♦ +1 (609) 256-4700

Our Sustainability Policy

Koamtac, Inc. is committed to modeling sustainability across our operations and activities. We operationalize this commitment through sustainable practices that address our environmental, societal and economic impacts. The following categories summarize our corporate sustainability practices across several broad categories:

Energy

The staff and management at Koamtac always stand ready to implement energy conservation measures and so, we are continually switching to renewables reduce pollution, save money and help support the overall demand for cleaner, renewable sources of energy. Accordingly, we are committed to:

- Selecting office space, conference centers and other venues that meet minimum energy efficiency standards (e.g., ENERGY STAR, LEED) and/or source clean and renewable energy (e.g., through green power purchasing or the like).
- Minimizing energy consumption in our office space and encouraging employees to adopt energy efficient practices in their home offices.

Purchasing

Koamtac recognizes that each purchasing decision represents an opportunity to choose environmentally and socially responsible products and services, and also, we support companies with strong commitments to sustainability. To this end, we are committed to:

- Giving preference to vendors and other business partners that are closely-held, disadvantaged businesses, Veteran-owned businesses and/or local community-based businesses.

- Prioritizing working with business partners that share our commitment to sustainability, exceed minimum environmental regulations and adhere to the fundamental International Labor Organization (ILO) conventions.
- Working proactively with our business partners to encourage more sustainable practices.
- Purchasing EPEAT Gold computers and office equipment.
- Purchasing paper with 100% post-consumer recycled, agricultural residue and/or Forest Stewardship Council (FSC) certified content paper.
- Giving preference to FSC certified or local community-based printing services and soy or low-VOC inks.
- Purchasing environmentally and socially preferable food and beverages (e.g., products that are Certified Organic, Fair Trade Certified, Certified Humane or sourced from local community-based producers).

Buildings

The management and staff of Koamtac believe that buildings can be designed, built and maintained in ways that provide a safe and healthy indoor environment for occupants, all while simultaneously mitigating the impact on the outdoor environment. To this end, we are committed to whenever possible:

- The office space at our headquarters in Princeton, NJ, USA, is LEED certified and utilizes the latest in energy and resource-saving technology.
- Renting only conference centers and other venues that are LEED certified (or meet similar green building standards), or otherwise serve as local models of sustainability.

Transportation

We at Koamtac, Inc. recognize the positive environmental, social and health impacts of using more sustainable transportation options, and accordingly, we are committed to:

- Minimizing the impact of employee commuting by supporting telecommuting.
- Minimizing the impact of conference travel through site selection and by encouraging attendees to use more sustainable transportation options and offset air travel.
- Minimizing the impact of travel to staff for in-person meetings by encouraging staff to use more sustainable transportation options and telecommunications in lieu of ad hoc automobile and air travel.

Waste

Koamtac corporation understands the importance of minimizing waste and diverting materials from the landfill or incinerator. Hence, we are committed to:

- Limiting printing and pursuing other source reduction efforts.
- Regularly recycling paper, plastic and other materials in order to minimize waste and reduce land fill usage.

Water

The importance of protecting groundwater and public water supplies cannot be understated. As such, at Koamtac, we are committed to:

- Utilizing office space and selecting conference centers and other venues that employ water efficient fixtures and systems, water recycling and reuse, and/or other green infrastructure.
- The use of reusable beverage containers at all events and other strategies to minimize the consumption of bottled water.

Coordination & Planning

Sustainability at Koamtac also means that our operations and governance necessitate a commitment to:

- Integrating organizational sustainability into our formal plans and reports.
- Adopting appropriate metrics to measure our sustainability performance. This may include internal metrics and/or external assessment tools.
- An annual 360-degree performance evaluation for staff that includes commitment to sustainability.
- Robust financial controls that include an annual independent audit.

Wellbeing & Work

Our people define our character and capacity to perform and our achievements can only be as strong as our community. Accordingly, we at Koamtac are committed to:

- Using full time employees as the primary basis of our workforce.
- Paying all of its employees a living wage as determined by the Living Wage Calculator.
- Providing family-friendly benefits, which include:
    - Employee health and dental benefits for which Koamtac, Inc. pays 100% of health insurance plan costs and premiums.
    - Flexible work arrangements, including telecommuting opportunities, employee requested flextime (non-standard hours), and negotiated compressed work weeks.
- Offer annual employee continuing education and professional development.
- Conducting a regular survey/evaluation that allows for anonymous feedback to measure employee satisfaction and having a mechanism in place to address issues raised by the evaluation.
- Maintaining a formal grievance procedure to help resolve workplace problems.