IPG
Interpublic Group

STANDARD POLICY & PROCEDURE
SP&P 121 Sustainability and Environmental Impact

1. Our Commitment (Policy Summary)

The purpose of this policy is to establish best practices in which individual employees as well as the Company as a whole can reduce our impact on the environment.

IPG believes that our Company and employees can contribute to global sustainability by making smarter choices in how we conduct business. This policy not only serves to reduce our impact on the environment, but can also lead to cost savings, help us align with our clients' expectations, and demonstrate our responsibility to other important stakeholders by tracking our progress.

Our employees are an important part of this effort. This policy is meant to help IPG employees understand our sustainability initiatives, as well as to understand how they can contribute to them.

2. Scope

This policy applies to all domestic and international offices of Interpublic and its subsidiaries. Application of the policy is contingent upon available resources.

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3. Policy

It is the policy of Interpublic and its subsidiaries to reduce waste, limit our carbon emissions and manage our water usage by focusing on these main areas: (1) using energy and water more efficiently, (2) instituting recycling programs, (3) managing travel efficiently, (4) employing green building practices in our real estate holdings, and (5) tracking progress on sustainability metrics by reporting in accordance with the Global Reporting Initiative (GRI). Environmental sustainability shall be considered not only in Company/agency activities, but also in planning, operations and outreach, as well as with our suppliers and business partners.

What is Environmental Sustainability?

The U.S. National Environmental Policy Act of 1969 declared as its goal a national policy to "create and maintain conditions under which [humans] and nature can exist in productive harmony, and fulfill the social, economic and other requirements of present and future generations of Americans."

The most widely quoted definition internationally is the "Brundtland definition" of the 1987 Report of the World Commission on Environment and Development – that sustainability means "meeting the needs of the present without compromising the ability of future generations to meet their own needs."

4. Procedure

Interpublic encourages sustainable practices within the Company and its subsidiaries. Each agency and its employees should make an effort to reduce our impact on the environment.

4.1 Energy Efficiency

- All energy-consuming equipment should be switched off when not in use.
- Reduce electricity used by IT equipment.
  - Maintain equipment for optimum performance.
  - Printers, fax machines, copiers, air conditioning units and refrigerators should be checked and cleaned regularly.

o Keep all parts clean and free of dust and blockages and follow manufacturers' advice on servicing schedules in order to maintain optimum operating efficiency.
- Install low energy lighting when existing light bulbs expire.
  o Upgrade any standard tungsten light bulbs to energy saving compact Fluorescent lamps (CFLs) which use 75% less energy, produce less unwanted heat and last eight to ten times longer.

4.2 Recycling and Waste Reduction

The director of administration or office services at any IPG location is encouraged to work with building management to establish best practices to maximize recycling whenever and wherever possible.

In addition, procurement of post-consumer recycled goods is encouraged wherever possible, as is double-sided printing to conserve paper.

4.3 IT Equipment Recycling

- Electronic equipment that is broken or obsolete must be properly disposed of or sent for recycling to an EPA-certified recycling firm. DO NOT PLACE ANY ELECTRONIC EQUIPMENT IN THE TRASH, EVEN IF IT IS BROKEN. Electronic equipment may contain heavy metals and other materials that can be hazardous to human health and the environment. If you need more information on this, please contact your office administrator.
- When disposing, selling or donating old computers and equipment, be sure to remove any sensitive data as directed by SP&P 640 Physical & Environmental Security, and make sure that by leaving any commercial software on the machine you are not violating the terms of any software license agreements. Note that files deleted through ordinary means (e.g. dragging to the trash on Windows or Macintosh) can usually be recovered. Use a secure file deletion utility which ensures that the data cannot be recovered.
- The same advice applies to media storage like computer tapes, disks, diskettes, etc. Be sure to completely remove any sensitive information before disposing of electronic storage media.

4.4 Paper Storage and Digital Record Keeping

Reduce storage of paper and digital records both in the office and in outside storage, by reviewing retained records against SP&P 301 Record Retention, and clearing all records to be destroyed in compliance with authorized approvers.

- An annual review of records should be made and records destroyed accordingly.
- Carefully review all digital records scheduled for retention. Records scheduled for longer retention should be retained on secondary cheaper server storage.
- Only original records should be stored. Destroy copies of originals, and where possible, refrain from converting digital records to paper.

4.5 Travel

- In 2014, the IPG travel department developed a new way to track carbon emissions related to employee travel and a way for our business travelers to play a big part in reducing emissions.
- Travel is a key part of our business and smart travel policies – traveling less where possible, traveling lighter and traveling smarter – is a shared goal that we have committed to. To help ensure that travel across our organization is as sustainable as possible, we have enhanced our online booking tool to allow business travelers to sort air travel by carbon dioxide (CO_2) emissions as well as by time and cost. This system gives us a viable lever to effect change. We have also begun to track our emissions associated with travel so that we may better understand our environmental impact.
- IPG supports and provides incentives for carpooling, biking and/or the use of public transportation when commuting to and from work.
- For meetings we endorse public transport and video conferencing where possible. IPG's new corporate headquarters has enhanced videoconferencing capabilities to encourage these energy-saving practices.

4.6 Building Operations

- There is increased interest by the public and private sectors in the building of new facilities and renovation of existing facilities to be "green spaces" that use less energy, generate lower levels of carbon emissions and even contribute positively to protection of our environment. IPG favors occupying "green spaces," and encourages all agencies to consider such facilities where possible. In fact, all new tenant buildouts since the beginning of 2016 are being executed at LEED-Certified or better.
- Sharing Facilities is another component to reducing our carbon footprint. IPG Real Estate policies, SP&P 104 Real Estate (domestic only) and 105 Real Estate (international only) require all agencies to look within the portfolio for real estate solutions before committing to leasing new office space.
- We encourage agencies to employ "Green Designs" when designing their offices. This includes open space planning (80% workstations / 20% offices and

conference rooms) and efficient energy use planning (i.e. lighting, HVAC, etc.)

4.7 Tracking Progress

- We commit to tracking progress on sustainability metrics by reporting in accordance with the Global Reporting Initiative (GRI). Each year, we report on our energy use and greenhouse gas emissions, with an eye toward reducing both.
- Where possible, IPG has its own metering, and will work to expand the geographic footprint that can be tracked and measured. The company is monitoring energy usage and water usage, where possible. IPG corporate staff assists in facilitating this monitoring.

If you have any questions, please contact corpcomm@interpublic.com.

5. Document control

Date Modified	Modified By	Description of Change
03/07/2017	Corporate Communications	Updates to the "Travel" section (4.5) that include our enhanced online booking tool and our measurement of GHG emissions related to travel Updates to the "Building Operations" Section (4.6) that include updated green building standards The addition of a "Tracking Progress" Section (4.7) that references the GRI Reporting and GHG measurement