



# Environmental, Social, and Governance



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# Introduction

**At HireRight,** our mission is to get it right every time, everywhere.

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 to 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 and lead the way with our environmental, social, and governance (ESG) strategies.

HireRight accomplishes its ESG goals through strategic business decisions, technology and system design, and team member education and accountability. I am proud to share this ESG report with you as a deeper dive into ESG topics and a holistic review of how we continue to make progress on this important front.



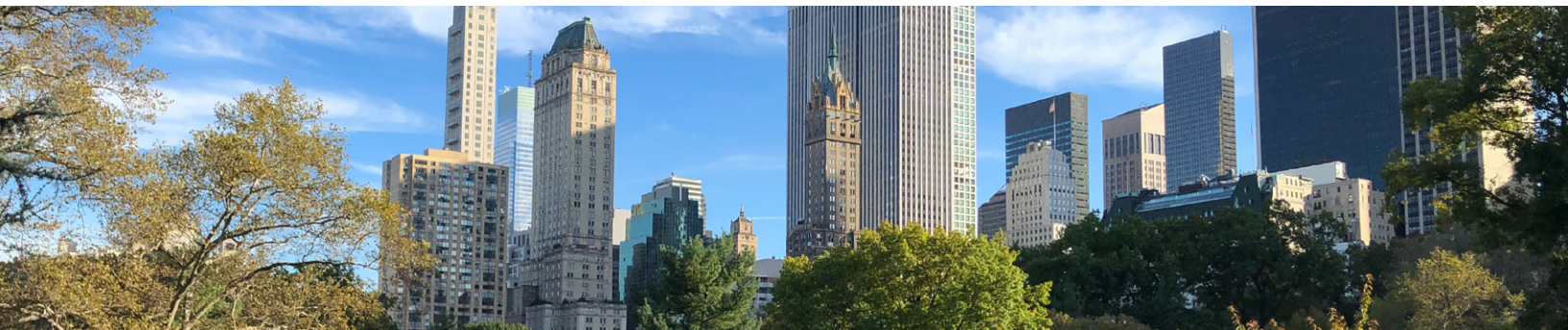
Regards,



**Guy Abramo**

President and CEO of HireRight

# Governance



## Statement and Purpose—Our CORE4 Values

At HireRight, 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 cascades through and across our organization, enabling every team member's contribution in reaching their own high expectations. Our way of life at HireRight demands good corporate governance, so our business strategy and CORE4 align. The principles set out in our Code of Business Conduct and 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.



### 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.

#### Our Mission

To Get It **Right** Every Time, Everywhere

#### Our Vision

To be the world's most respected, most accurate, most accessible background screening and workforce solutions partner

## Governance Process—Board/Management

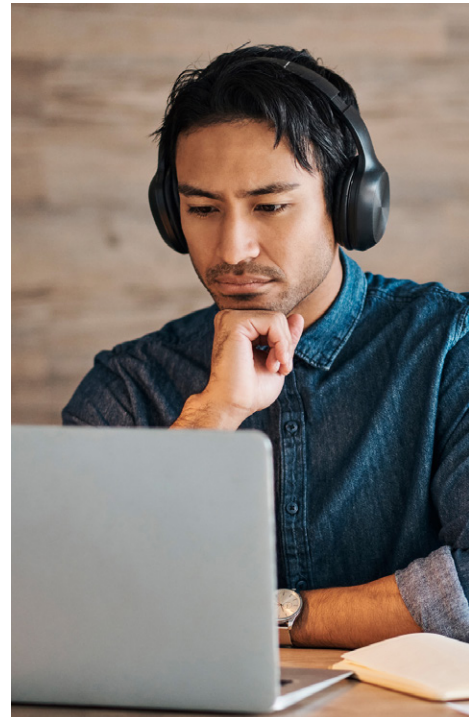
HireRight is committed to the highest standard of corporate governance. Governance is based on our Corporate Governance Guidelines and informed by our Code of Business Conduct and Ethics. The board itself, or through one of its four committees—the Audit Committee, Compensation Committee, Nominating and Governance Committee, and Privacy and Cybersecurity Committee—is responsible for oversight of our corporate governance structure and management’s execution of our obligations thereunder. Our executive leadership team directs the operations of the company, considering the advice of the board and relevant interests of the company’s stakeholders.

## Governance Documents

All employees undergo training (regarding compliance, fraud, and ethics) upon hire and on an annual basis, including, but not limited to, workplace harassment, anti-bias, whistleblower and anti-fraud training, global privacy compliance training, anti-bribery and foreign corrupt practices act training, and information security training. In 2022, HireRight employees took over 6,000 hours of compliance training with rigorous testing and a final exam.

We publish key ESG policies internally or on our website, including our:

- Code of Business Conduct and Ethics
- Corporate Governance Guidelines
- Related Persons Transaction Policy
- Insider Trading Policy
- Anti-Corruption Policy
- Environmental Policy
- Health and Safety Policy
- Modern Slavery and Human Trafficking Statement
- Human Rights Policy (*launching in 2023*)



In addition to strict adherence to the policies discussed above, we have an internal control system that helps identify material risks to the company from strategic, financial, and operational perspectives.

## Information Security

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

HireRight’s Vice President of Information Security and Infrastructure has oversight of the company’s information security program and operates under an unqualified mandate from the CTO, CEO, and Board of Directors to ensure information security is a top priority across the organization.



# Information Security Framework

HireRight 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 under ISO 27001.

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.

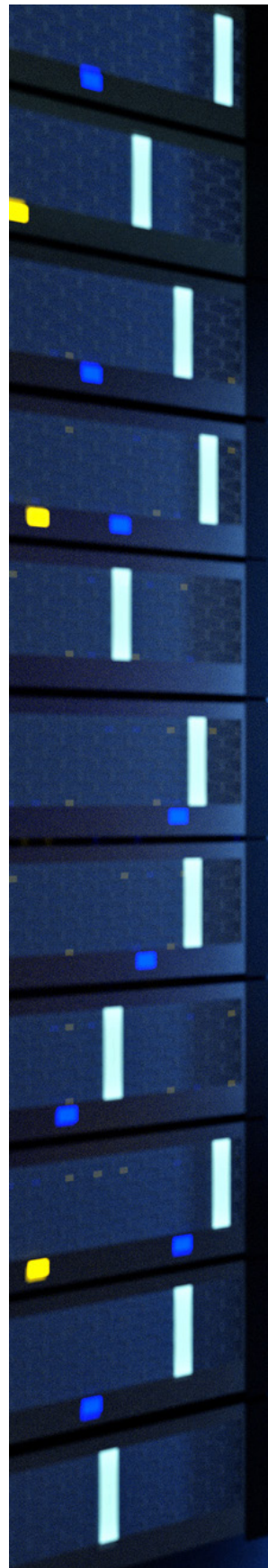
The policies apply to all relevant parties, including employees, independent contractors, consultants, suppliers/vendors, customers, and auditors, as applicable. All HireRight personnel involved in the design, build, management, operations, and security of the company's computers, networks, and information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

## Governance and Risk Summary

HireRight has an established security governance program designed to conform to the various regulatory frameworks with which HireRight is required to comply, as well as additional security control frameworks with which HireRight voluntarily complies. HireRight also has reviewed and adopted particular security frameworks and controls derived from the types of data processed and stored, the industry and regulatory environment in which HireRight participates, as well as the various jurisdictions in which the company conducts business.

HireRight has developed, implemented, and applied a methodical approach to identifying, measuring, managing, reporting, and addressing Information Security-related risks applicable to the organization. This risk management program is used globally throughout the company and with partners or third parties that have access to HireRight systems, or manage, store, or process information on the company's behalf. HireRight performs a regular review of the system environment and accounts for regulatory and business environment changes that could lead to changes within the risk management program. Information security risk issues and risk management efforts are regularly reviewed and presented to the company's leadership for visibility and prioritization of remediation activities in accordance with our framework.

HireRight engages accredited third parties to conduct internal audits to provide assurance to HireRight and its customers that adequate controls are in place to protect the confidentiality, integrity, and availability of all company and customer sensitive data and assets.



## Compliance Summary

HireRight is committed to compliance with the laws applicable to its preparation and transmission of screening reports and other related services provided.

This includes among others:

- The Fair Credit Reporting Act (FCRA)
- General Data Protection Regulation (GDPR)

The Compliance team has also identified established criteria against which HireRight voluntarily undertakes to assess itself through annual audits conducted by internal personnel or third-party auditors.

The two primary sets of standards undertaken by HireRight are as follows:

Audit / Certification	Scope of compliance/assessment
SOC2 Type II	Services provided in North America
ISO27001: 2013	Services provided in EMEA and APAC



## Beyond Governance—Commitment to Social and Environmental Initiatives

Our ESG program is maintained by senior members of our human resources, communications, marketing, and law departments and is overseen by our board. Our senior leadership team is responsible for executing our ESG strategy. HireRight seeks to be a good corporate citizen by making a positive impact on our world and the communities in which we operate. Our commitment to corporate social responsibility encompasses everything from following best practices for environmental conservation to empowering our team members to volunteer in their local communities through company service opportunities and paid volunteer time.

# 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 initiatives. 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

HireRight 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.

Should a team member choose, they may also report an incident or concern using our global Ethics and Compliance Hotline, the link to which is available for employees on the employee intranet or on our website. The Ethics and Compliance Hotline is monitored by a member of our Compliance group, and with respect to the hotline accessed from our website, the Chairperson of the Audit Committee of the company's Board of Directors. Team members may also report any complaint confidentially, as allowed by law, to that team member's people leader, a member of the human resources department, or member of the law department.



# 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 within the background screening services industry and beyond. 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.

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 underrepresented groups, creates space for crucial conversations and grows communities through our employee affinity groups. DEI at HireRight is developed by the human resources department, with extended support at an executive level from Operating Committee member, Steve Girdler. To date:

- In 2022 we created an ESG organization structure to truly support our DEI strategy. Steve Girdler, Head of Corporate Development leads our ESG program with C-Suite leaders identified for each pillar. 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 implemented annual diversity training to our global workforce.
- We implemented strategic communications surrounding inclusion and belonging.
- Our employee affinity groups have grown from three to six.
- We implemented training to further our DEI strategy, which aims to create a more consistent experience for all Team Members and reduce unconscious bias. We also implemented The LeadRight Rule, which requires that diverse candidates be included in the interview process for all director-level and above positions.
- We launched learning opportunities and training courses to educate our team members about the importance of inclusion.
- We established a formal Inclusion Council including representatives from each employee affinity group and their executive sponsors, who guide our overall DEI strategy and advise our executive committee and board on DEI.
- We formalized our DEI policy.
- We are reviewing our screening processes so we can further embrace DEI in everything we do.

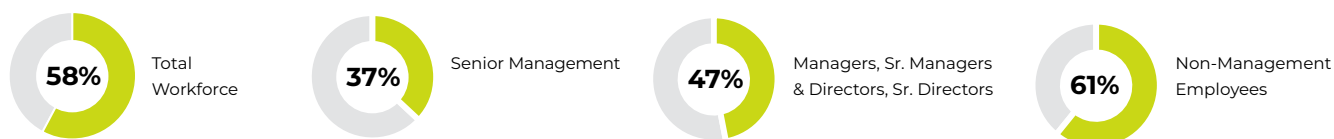


Our current workforce demographics largely reflect the makeup of the communities where our employees are based. As of the end of 2022, we have the following gender and ethnic representation based on US data only:

Total number of employees	3171
Number of U.S. employees	1226
Number of foreign employees	1945
Total number of women in overall workforce	1842
Total number of minorities in overall workforce – U.S. only	458
Total number of board members	11
Number of women board members	2
Number of minority board members	0
Total number of C-suite level executives	7
Total number of women C-suite level executives	1
Total number of minority C-suite level executives	0

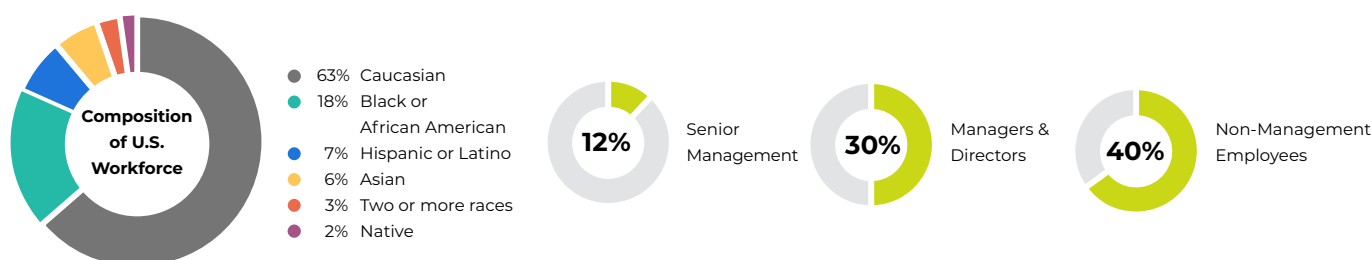
In 2023, we are already seeing growth in our board diversity with a 20% representation for women in leadership and growth of 10% minority leadership. Additionally our C-Suite women in leadership has grown to 29%.

### Women at HireRight (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.

### Diversity at HireRight (U.S. only)



## Employee Affinity Groups

One of the ways we create community within HireRight is through our employee affinity groups, including:

- PRIDE
- WorldWideWomen
- Black Lives Matter
- HOLA (Hispanic Organization for Latinos/as and Allies)
- API (Asian Pacific Islanders)
- Mental Harmony



HireRight's Employee Affinity Groups bring together team members and allies who represent our diverse global team's unique experiences, perspectives, and ideas. These groups promote an environment where everyone can be their authentic self and help educate, support, and foster strong inclusive communities within the company.

## Inclusion Council

HireRight'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.

The board of each team member resource group also meets monthly, if not more frequently, to plan events, further initiatives within the group, and identify and publicize volunteer and philanthropic opportunities.

## 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 goods and services of qualified small and diverse businesses, agencies, and institutions.

**Our Supplier Diversity Program supports:**

- |   |  |
|---|--|
| ■ Small Businesses                          | ■ LGBT-Owned Businesses                        |
| ■ Small Disadvantaged Businesses            | ■ Alaskan Native-Owned Businesses              |
| ■ Women-Owned Small Businesses              | ■ Ability One Program Individuals              |
| ■ HUB Zone Small Businesses                 | ■ Non-Profit Agencies                          |
| ■ Veteran-Owned Small Businesses            | ■ Historically Black Colleges and Universities |
| ■ Service Disabled Veteran-Owned Businesses | ■ Minority Institutions                        |

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.

# HireRight Spark: Volunteering and Philanthropy

Just as all of our team members live our CORE4 values, HireRight as a company does too. It is important to give back to our communities and make an impact both locally and globally by partnering with our volunteer network across the globe.

Each HireRight office is supported by a culture club of team member volunteers who coordinate office-wide events, volunteer activities, and celebrations. Culture clubs, employee affinity groups, and individual groups of team members who volunteer in their communities are part of a greater initiative called HireRight Spark. HireRight Spark is focused on creating a positive impact and instilling the sense in all HireRight team members that everyone has the ability to make a difference, small or large.

Team members who volunteer in their communities are given a HireRight Spark t-shirt to wear while volunteering. HireRight also offers most full-time team members eight hours each year of paid time off to volunteer.

## Examples of volunteer activities sponsored by Spark include:

- Food bank service and food drives (collecting food for those in need)
- Upcycling unwanted furniture and home items within the HireRight team members
- Donating unused/spare furniture and office supplies to local charities such as churches, schools, animal shelters, and Salvation Army
- Clothes donations (especially for job interviews)
- Helping families in need during the holidays (basics, food, gifts, etc.)
- Compiling bags of sanitary items for those without homes / in need
- Charity walks, bike rides, and runs (breast cancer awareness, suicide prevention, etc.)
- Awareness days internally to educate others on important organizations and causes (Earth Day, Mental Health Awareness Month, etc.)
- Supporting veterans groups (mentorship opportunities, volunteering onsite at nonprofits, raising money to donate, etc.)
- Blood drives
- Beach and forest cleaning activities

We encourage all our team members globally to get involved at any level to make a positive impact—by volunteering, donating, or learning—and HireRight provides the resources to support our teams in their community outreach.

We have identified a charity to partner with in 2023 supporting disadvantaged women to help reset their lives. More details of this partnership will be published in due course.





# Employee Listening Strategy

As a part of HireRight's Employee Listening Strategy, we monitor our Team Member satisfaction and engagement through annual Organizational Health Surveys, quarterly pulse surveys, and exit/onboarding 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.

In 2022, we had an unprecedented 93% participation rate in our annual Organizational Health Survey. Our overall health result was 76%, up 6% comparing to last year, and our eNPS score was 25, which is 21% higher than in 2021.

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

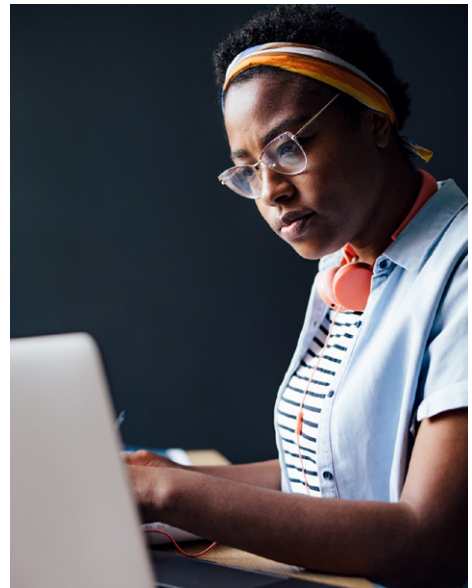
Employees shared strong interest in continued flexible work locations and an interest in more opportunities for professional development.

## Pulse Surveys

The pulse surveys are sent to a randomly selected group of employees on a quarterly basis. So far, in 2023, the results from our quarterly pulse surveys show us that 86% of respondents feel like their manager actively champions HireRight's CORE4 Values.

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.



## Monthly 1:1 Team Member and People Leader Meetings

As a part of HireRight'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 HireRight during their onboarding period and when they leave the company. They are sent an onboarding survey once they meet their seventh day at HireRight and another when they pass their sixtieth day working at HireRight. Departing employees also have the ability to participate in an exit survey which is delivered to them as soon as the organization is made aware of their resignation.

## Learning and Development

HireRight 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.

### By the Numbers

In 2022, HireRight team members spent over 31,000 hours on professional development. This is a significant increase of 10,000 hours from 2021 and 16,000 hours from 2020.

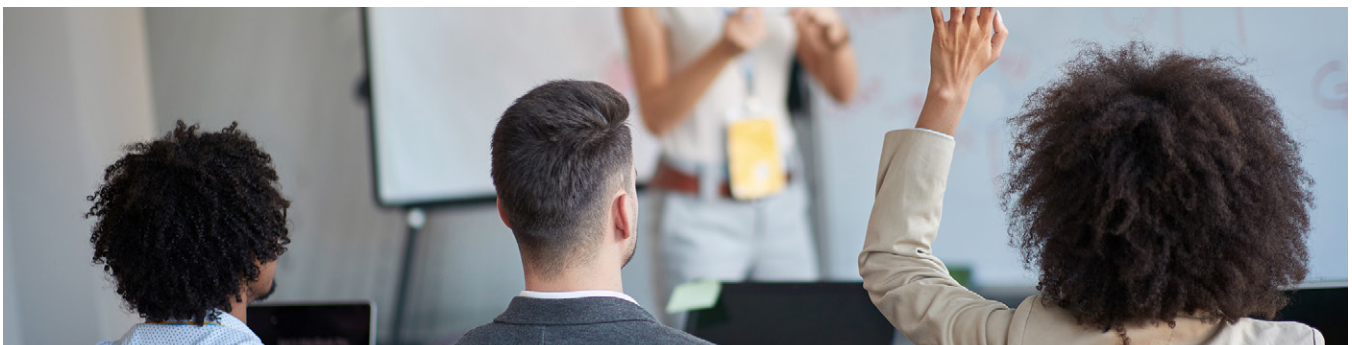
### Getting The Right Start

In addition to the robust curriculum of compliance, fraud, and ethics training, all new team members also receive a thorough orientation of the company, including an introduction to our systems, processes, the background screening industry, and our culture. They are also given an opportunity to get to know peers across the globe to help build their HireRight network and give them a broad foundation of support.

New team members also attend HireRight Academy, a series of workshops highlighting the segments of our business. HireRight Academy incorporates online tools and bite-sized learning segments that support just-in-time learning around and beyond the workshops. HireRight Academy helps improve business acumen by educating new hires about the broader HireRight organization.

### 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 which includes over 400 development recommendations for 41 different competencies. Recommendations include on-the-job assignments, mentoring and coaching opportunities, and multi-media training options.



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**

HireRight'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. We have offered leadership development programs that included multi-week sessions on topics such as; Situational Leadership, coaching for performance, landing top talent, emotional intelligence, and resolving conflict.

Starting in 2023, we are now offering more customized development programs to different levels of leaders. For example, our Leadership Excellence program is a 5-month cohort program for our high potential directors and senior directors. This program is a blended learning opportunity that includes self-study, group discussion, instructor-led sessions, eLearning courses, and a group project designed to have tangible impact at HireRight by identifying a process efficiency, innovation, cost savings, or revenue generation.

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 HireRight team as a whole.

A program for high potential Managers and Senior Managers is in the process of being designed, and all People Leaders, regardless of level, will have access to our learning content provider platform giving them access to over 17,000 courses to help improve their leadership knowledge and skills.

### **Learning and Development (L&D) for All**

We recognize that learning is key for the career development and satisfaction of each team member. In response, HireRight has defined learning tracks by level and responsibility. If specific resources are not available within HireRight, we also offer tuition reimbursement, including accredited industry learning as well as formal education. Our L&D philosophy is that learning happens in the classroom, on the job, and when mentored by experts within the industry. HireRight considers development wherever and however the team member learns.

# 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.

**HireRight strives to deliver total rewards programs that are:**

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



## 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 CORE4 Values 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 incentive awards and/or equity grants.

## Wellness

At HireRight, 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. HireRight offers a free Employee Assistance Program through ComPsych, available to all team members and their household members. This award-winning, confidential service provides support, tools, resources, and information for both personal and work issues.

We also offer myriad resources internally to support our teams, including live webinars, an annual Global Week of Wellness, and ongoing discussions and activities around mental and physical health. Our experienced HR Business Partners are also available to support team members with any needs.

## Time Off and Flexible Work

We recognize the impact and importance of flexible work, and offer the option of remote or hybrid (part-time 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 in order to accomplish their goals while maintaining a strong work/life balance.

HireRight also offers a competitive time off plan for each country, including paid community service hours. We strive to provide our team members the space to rest, rejuvenate, and serve their communities.

## Recognition

HireRight encourages the recognition of excellent performance and achievement through the use of 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 HireRight is based on our CORE4 Values, which are the foundation of everything we do, along with work-related achievements.



# Environmental



## Responsibility

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

At HireRight, 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.

HireRight is committed to the climate change initiative and will join thousands of companies by signing up to the Science Based Targets initiative (SBTi), to target and reduce its carbon emissions by 2050 as outlined in the United Nations 2019 Paris Agreement.

In 2023, HireRight has recorded its GHG emissions in category Scope 1, 2, and 3. Whilst our fossil fuel consumption is low and only 1% of our carbon footprint, 99% of our emissions are focused around Scope 3, purchased goods and services. Our science based targets will be focused around our supply chain sustainability and adopting renewable energy sources wherever possible throughout our portfolio, actively working with our landlords and managing agents. Reusing and redeploying IT equipment throughout our offices will also be a key focus.

HireRight has joined thousands of global companies since 2019 to disclose our environmental impact through globally recognized bodies such as CDP and Ecovadis. In 2022, HireRight 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 from each pillar of the ESG directive.



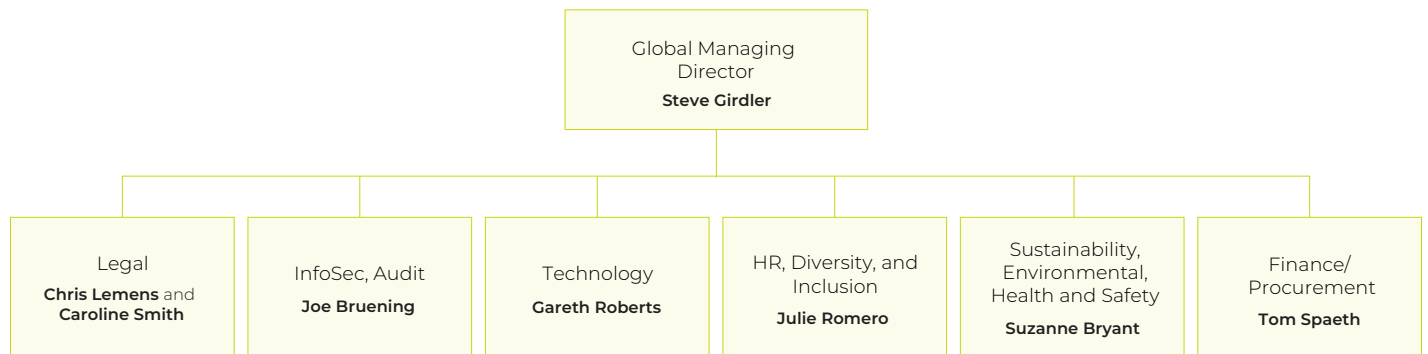
Environmental



Social



Governance



## Responsible Practices

### Business Travel

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

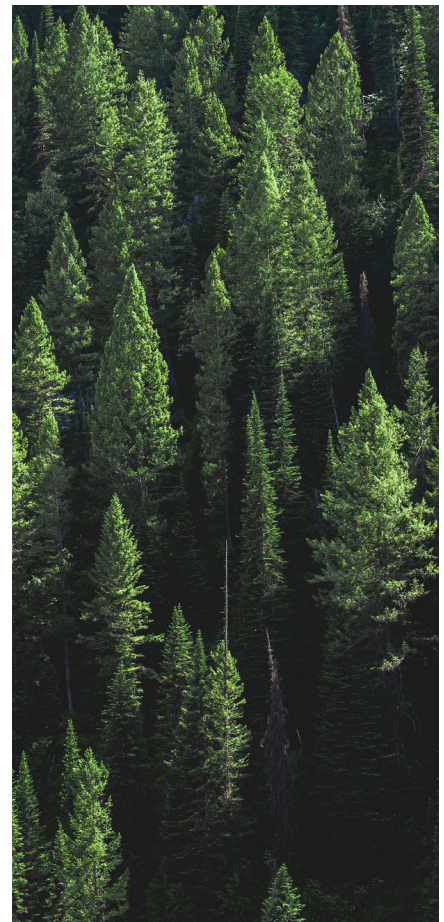
### Waste Reduction

Besides the usual recycling of paper, glass, metal, and plastic, HireRight'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.

### Energy

Through measurement and analysis of consumption, HireRight 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

HireRight 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. A number of our carefully selected Facilities now support initiatives such as solar panels, beehives, tree planting programs and even our coffee beans support the international womens coffee alliance, further demonstrating our continued support of our environment and responsible practices.

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 wellbeing factors. Recently, we overhauled our Katowice, Poland operations to deploy intelligent lighting to over 30,000 square feet of office space, introducing high quality mother and baby rooms, increased cafeteria and break out facilities, as well as safe working desk layouts following the pandemic. As part of this strategy, locations are reviewed for resilience against global warming impacts such as inclement weather or flooding. Since 2021, HireRight has adopted working from home or hybrid working for most of our employees, greatly reducing our dependency on office space and consumption.

HireRight will be working with our landlords and 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.



**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. HireRight 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.

## Procurement Strategy

HireRight is committed to building and driving a sustainable supply chain by offering digitized products, such as web-based background screening reports. This streamlines transactions and reduces paper use.

We have automated many of our internal processes, including performance reviews, benefits enrollment, and paychecks. HireRight also works with our customers to help them implement paperless solutions. We have guided many customers in their switch from paper-intensive fax processes to our web-based ordering system, which promotes both environmental and operational efficiencies. For drug screening services, we offer an electronic Chain of Custody (eCOC) solution, rather than using paper-based COC forms. The HireRight back-end system also relies on web-based and network technologies to enhance efficiency and promote paperless workflows.

## Technology Impact

### Data Center Energy

One of the biggest steps that HireRight has taken toward better energy efficiency and sustainability was moving our data centers to more energy efficient facilities in Nevada.

Our new environmentally state-of-the-art facilities have hot aisle/cold aisle row layouts, which lowers cooling costs and better manages airflow, thus accommodating lower fan speeds and increasing the use of air-side economizers. This combination is capable of reducing fan energy use by 20-25% per Department of Energy estimates.

In 2022 we received a certificate of sustainability for our Nevada location, certifying 100% green energy where the facility uses waste water to cool the facility and solar farms.

Additionally HireRight has been decommissioning local file servers and upgrading hardware to environmentally efficient products, further reducing our energy consumption.

### Learn More

For more information about HireRight, visit us at [www.hireright.com](https://www.hireright.com).

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