

Policy title: Global Environment, Health, Safety and Sustainability Policy

Date effective: September 2020

## Global Environment, Health Safety and Sustainability Policy

### 1. Purpose

This policy describes the general requirements for Pitney Bowes in order to maintain sustainable activity, effective environmental protection and employee safety throughout the Company.

### 2. Scope

This policy applies to Pitney Bowes Inc. and all of its operations worldwide.

### 3. Definitions: None

### 4. Policy Statement

#### 4.1 Policy

It is Pitney Bowes policy that all operations and activities of the Company be conducted in a manner that meets or exceeds all applicable laws and regulations. To that end:

- 4.1.1 We highly value the health and safety of our employees, clients, partners and neighbors.
- 4.1.2 We strive for an injury-free workplace and we actively engage our workforce to assist us in the identification and control or elimination of workplace hazards.
- 4.1.3 We follow environment, health and safety standards and procedures developed for our various operations.
- 4.1.4 We provide the appropriate level of training to our employees and hold each accountable to follow proper environmental, health and safety practices.
- 4.1.5 We pursue energy and resource conservation in our operations, seek ways to reduce the carbon emissions from our operations and publicly report on our progress to promote sustainability.
- 4.1.6 We design and deliver our products and services to be safe and to minimize their environmental impact.
- 4.1.7 We partner with our suppliers, clients, government entities and non-governmental and community organizations to strengthen our compliance with global environmental product compliance regulations, and to continuously improve the implementation of sustainable solutions within our businesses and for our clients.
- 4.1.8 We seek to continuously improve our EHS management system.

**5. Compliance and Enforcement Responsibilities:**

5.1 Compliance with this policy is the responsibility of every employee.

5.2 The Global Environment, Health and Safety Department is responsible for establishing and monitoring the implementation of corporate programs and policies governing environmental protection, sustainability, product compliance, and employee safety.

5.3 Corporate, subsidiary and business unit heads are responsible for the implementation of corporate environment health safety and sustainability programs, tailored to their business needs, within their operations and in furtherance of corporate objectives and targets.

**6. Other related or referenced policies and documents:** None

**7. Appendix:** None

**8. Approver(s):**

- Global Environment, Health and Safety Department

**9. Policy Owner(s)**

- Global Environment, Health and Safety Department

**10. Supersedes:** April 1, 2009, April 30, 2013, December 17, 2015, January 2018

**Revision History**

Description of revision	Date Reviewed/Approved
<ul style="list-style-type: none"> <li>Policy reviewed ad format updated</li> </ul>	4/30/2014
<ul style="list-style-type: none"> <li>Policy format updated only</li> </ul>	12/17/2015
<ul style="list-style-type: none"> <li>Policy review and format update</li> </ul>	11/2017
<ul style="list-style-type: none"> <li>Review to include explicit coverage of sustainability issues</li> </ul>	09/2020