

Virtuoso Sourcing Group is committed to promoting sustainability throughout its operations. Concern for the future of the environment and promoting a broader sustainability agenda is integral to our business activities. We are devoted to: following and promoting sustainable practices, to reducing the environmental impacts of all our activities and to helping our clients and partners do the same.

Ideology

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practical, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimize the impact on sustainability of all office activities.
- To work with sub-contractors and suppliers to establish and enforce sustainability policy.
- To review, annually report, and to continually strive to improve our sustainability performance.

Practical Steps

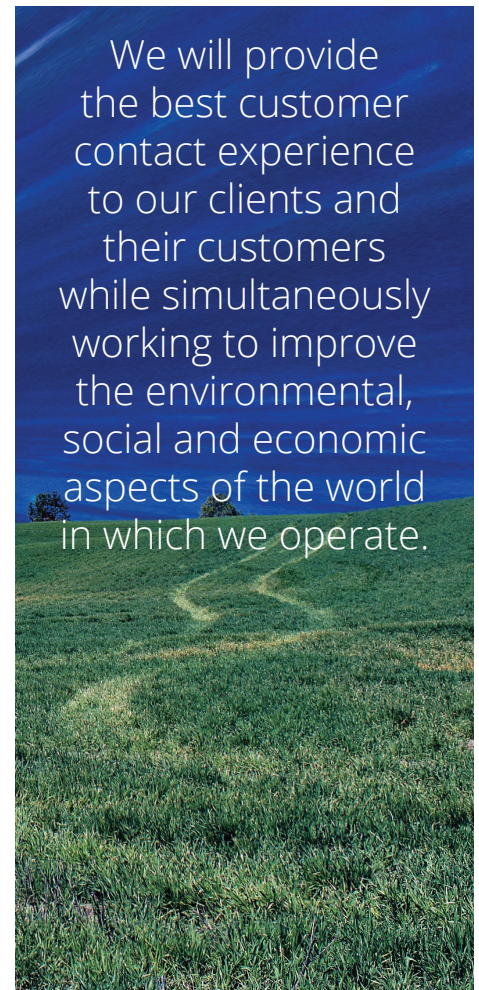
We put this ideology in practice by:

Technical Infrastructure

- VSG heavily favors cloud based technical solutions, thereby reducing reliance on internal infrastructure and lowering our site carbon emissions.
- When recycling of hardware is required, VSG uses recycling firms that provide secure disposal, and operate under the framework of the EPA's recycling guidelines, as well as Colorado SB 12-133, the "Electronic Recycling Jobs Act".
- Where on-site servers are required, any qualifying servers have been migrated to a virtual machine environment, substantially reducing power consumption.

Working practices and advice to clients

- Engage in voluntary work with the local community.
- Make donations to seek to offset carbon emissions from our activities.
- Include a copy of our Sustainability Policy in all of our proposals.



Practical Steps

Operational practices

- Encourage and facilitate consumers and clients ability to communicate with our company paperlessly.
- Eliminate the need for “mail in” payments by providing automated acceptance methods and on-line portals.
- Scan, store and recycle all in-bound consumer correspondence.
- Maintain scanned files for payroll records, financial records, invoices, tax records etc.
- Deliver client invoices electronically and require vendors to submit invoices electronically.
- Mandatory, “print only when necessary” logo in all email signatures.
- Utilize paperless employee time recording system integrated with automated payroll system.
- Utilize electronic banking systems.

 Print only when necessary.

Travel and meetings

- Walk and/or use public transport to attend meetings whenever possible.
- Avoid physically traveling to meetings when teleconferencing, video conferencing or webinars are practical.
- Provide client access to our call center web cam free of charge for the duration of a project where appropriate.
- Promote the use of public transport by locating our offices in accessible locations.
- Use an emissions recording tracking method for business travel to monitor our impact.
- Offer company paid public transit passes to employees.

Site Management practices

- Occupy space in technologically updated and environmentally efficient office buildings.
- Utilize energy efficient LED lighting and motion sensitive light switches.
- Automatic sink faucets and low flow auto flushers in restrooms.
- Purchase energy star rated equipment.
- Elimination of personal office printers.
- Configure printers to double sided print, offer departmental incentives to reduce print output.
- Secure shredding and recycling.
- Purchase furniture and other hard goods from manufactures using sustainable and recycled materials.
- Paperless desk environment, “enforced clean desk policy”.
- VSG uses 100% post-consumer content, Elemental Chlorine Free, and FSC Certified paper, when printing is required.

