

Corporate Sustainability Policy

Profit Systems Inc. (PSI) is committed to promoting sustainability. We aim to promote sustainability by reducing our environmental impact, and conducting business in an ethical and socially responsible manner.

Principles

PSI's Corporate Sustainability Policy was formed on the following principles:

- To meet, or exceed, applicable legislation, regulations, and/or codes of practice
- To consider sustainability practices in all aspects of our business
- To ensure clients and employees are aware of our Corporate Sustainability Policy
- To review annually and improve when required

Practical Steps

We enforce PSI's Corporate Sustainability Policy with the following steps:

- **Online Meetings and Web Conferencing:** When in the best interests of our clients, instead of face-to-face meetings,, which are costly in terms of money and environmental impact, we use GoToMeeting, a web-conferencing service that allows us to share a screen with clients without ever leaving the office. This means we can demonstrate our software and provide support with a significantly smaller carbon footprint.
- **Online Resources:** Instead of printed manuals, we provide continuously updated PDF and online manuals, which reduce cost and waste, and ensure clients always access the most up-to-date information.
- **E-Marketing:** We have dramatically reduced the number of paper brochures sent to prospects and clients. We now send any marketing materials electronically.
- **Print On-Demand Only:** When we do require paper brochures and business cards, we print them on demand in limited quantities to reduce leftovers.
- **Paper(less) Work:** We have implemented an office management system that reduces the amount of paperwork. For example, we receive faxes electronically, and we send and store most intra-office documents without ever printing them.
- **Software Downloads:** We deliver our software programs electronically via email or website download.
- **Recycling:** When we use paper, we recycle through the services provided at our locations. We also recycle or donate any retired electronic and office equipment.
- **Sustainability Awareness:** We encourage employees and clients to observe sustainability in their own work practices. We include a copy of our Corporate Sustainability Policy in our employee welcome package, and provide a link to the policy on our website. We also have annual meetings to review our corporate policies.

