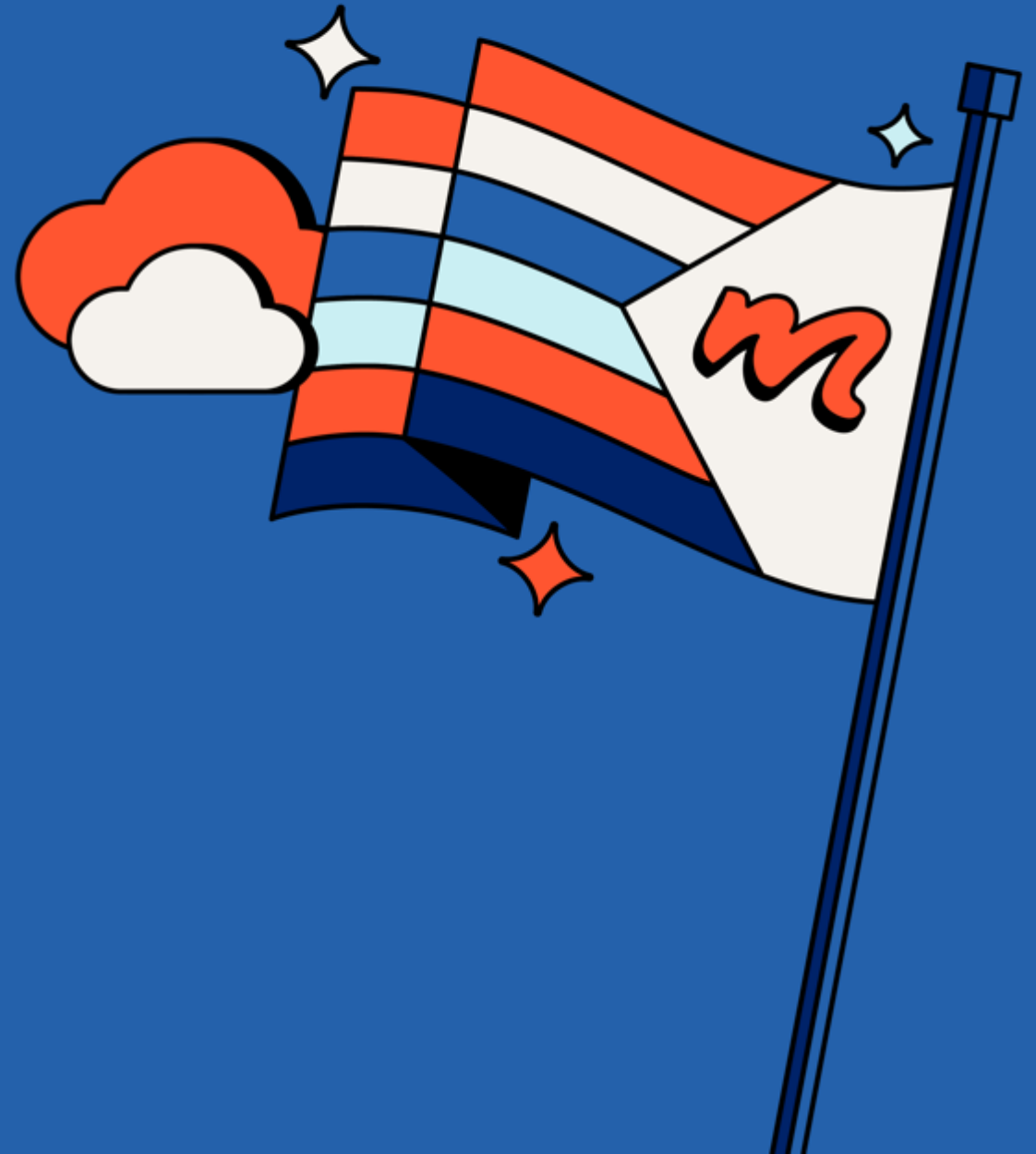


# 2023 JefferyM Consulting Corporate Responsibility Report





The information in this this Corporate Social Responsibility (CSR) report reflects JeffreyM Consulting's activities from January 1, 2023 – December 31, 2023. For this report, we use the Corporate GHG Protocol to measure carbon emissions and climate impact, while employing the GRI Standards: Core Option to guide our reporting on a broad range of sustainability issues beyond GHG emissions. We welcome your feedback or your request for more information on this report. Please contact us at [CSR@jeffreym.com](mailto:CSR@jeffreym.com).

# Table of Contents

<b>04-12</b>	<b>Introduction</b> Who We Are Locations Message from the CEO 2023 Summary/Highlight	<b>13-15</b>	<b>CSR Approach</b>	<b>16-30</b>	<b>Climate Change</b> Disclosure Building 2023 Emissions Remote Work Business Travel Information Technology Sustainable Procurement
<b>31-44</b>	<b>Business Practices</b> Career Development Recruitment Compensation & Benefits Employee Support Data Privacy Practices & Human Rights	<b>45-52</b>	<b>Diversity &amp; Inclusion</b> Our D&I Statement D&I Committee Website Engaging Employees	<b>53-55</b>	<b>Community</b>
				<b>56-58</b>	<b>Conclusion</b>



# Introduction

# Who We Are

**We simplify the staffing process, making it easier for companies and talent to connect. Our commitment to innovation and a people-first approach drives meaningful results, helping both businesses and professionals thrive.**

---

JeffreyM Consulting, LLC, established in 2006, is a marketing consultancy specializing in staffing and all things digital. Currently headquartered in Seattle, WA, we have 300+ talented consultants located across the globe providing services to 125+ valued Clients. From our humble beginnings in Jeffrey McCannon's garage to the full-fledged staffing firm we are today, transparency and Client/employee experience have always been at the forefront of what we do.

In 2019, JeffreyM Consulting began developing a Corporate Social Responsibility (CSR) framework and strategy aimed at making a meaningful impact on our world and the communities we engage with. We are dedicated to embedding responsible business practices throughout all our operations and are committed to continuously reviewing and enhancing these practices.

# Awards & Rankings

- [Awards and Rankings 2023](#)
- Puget Sound Business Journal Washington's Best Workplaces, No 13. in XL Category, 2023
- EcoVadis sustainability rating Silver medal in recognition CSR achievement, 2023

# Memberships

JeffreyM Consulting is a member of these leading organizations:

- Society for Human Resource Management (SHRM)
- Microsoft Alumni Network

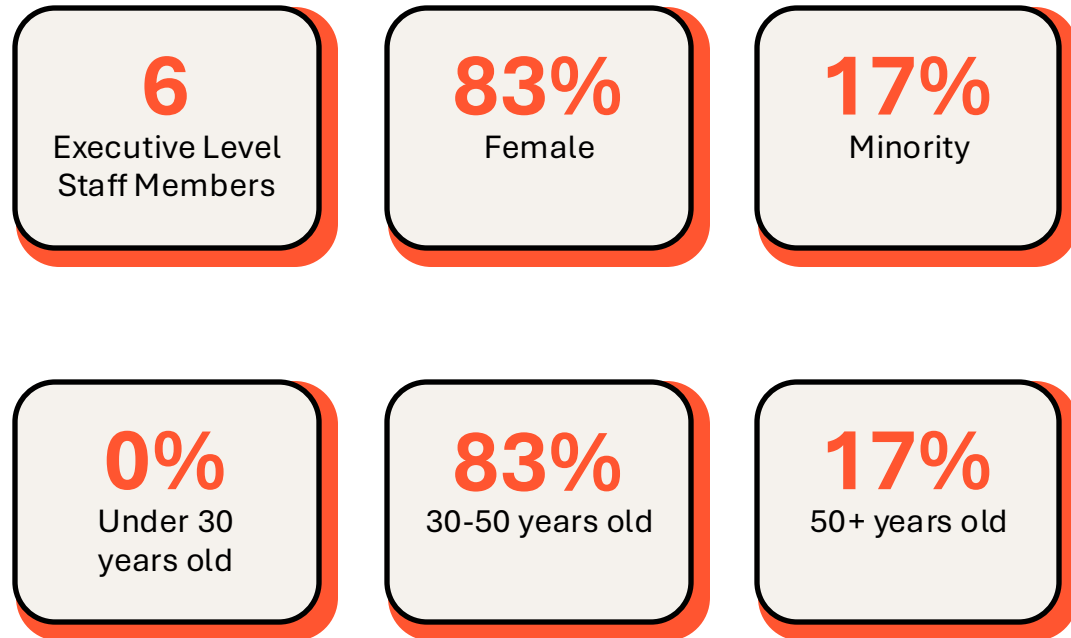
# Initiatives

JeffreyM Consulting endorses a number of external initiatives, including:

- CDP
- Environmental Protection Agency (EPA)
- ENERGY STAR®
- Greenhouse Gas (GHG) Protocol
- GRI Standards: Core Option
- Leadership in Energy and Environmental Design (LEED)
- United Nations Guiding Principles on Business and Human Rights

# Management Structure

Our current **Executive and Director** management team, by the numbers.



**Jeff McCannon**  
Founder/CEO



**Margo Newman**  
President



**Michelle Ruane**  
VP of Operations



**Lauren Starkey**  
Director of Recruiting



**LaToya Benson**  
Director of Success & DEI



**Kate Carte**  
Director of Client Engagement

# Locations

## Headquarters

600 University Street, Suite 601  
Seattle, WA 98101

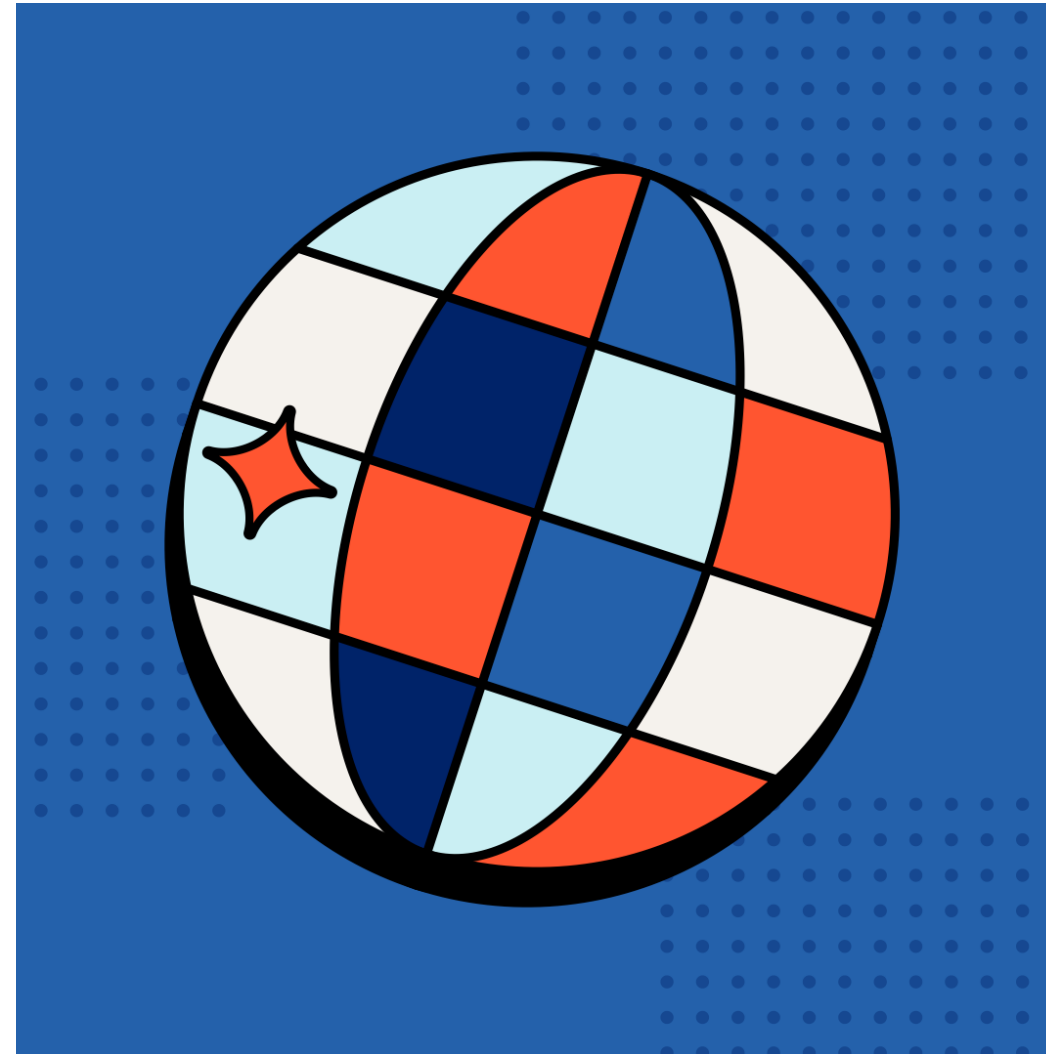
## London

New Penderel House, 4<sup>th</sup> Floor 283-288  
High Holborn London, WC1V 7HP, United Kingdom

# 2023 Breakdown

Our employees are located across 35+ US states, and across the globe in London and Germany:

- 395 employees throughout the US
- 10 employees in the UK and Germany
- 61% female and 33% male
- 2% nonbinary and 4% do not wish to answer





# A Message from the CEO/Chairman

2023 was a pivotal year for JeffreyM Consulting. While we did not experience growth for the first time in our history, we made significant strides in enhancing employee experience and advancing our Corporate Social Responsibility (CSR) efforts. Our CSR journey is guided by the belief that true success transcends financial performance. The commitment of our JeffreyM team to compliance, service excellence, and Client satisfaction remains a cornerstone of our overall success.

Throughout the year, we took meaningful steps to improve both our internal operations and the services we provide. We furthered our “people first” strategy and significantly enhanced our efforts to measure and transparently report our environmental impact. We intensified our focus on

integrating responsible business practices, reducing our carbon footprint, and measuring and communicating our environmental impact. Our core values—putting people first and advancing sustainable practices—define our approach to business.

A major highlight of this year was a significant enhancement to our employee experience: we transitioned to a new payroll and HR service provider after 11+ years. This change aligns with our commitment to investing in our people. The new system offers employees greater control and transparency over their payroll and employment management, minimizing errors and boosting engagement. With a comprehensive range of benefits delivered through a user-friendly, functional, one-stop-shop platform, this upgrade reflects our dedication to providing

improved resources and ensures our employees enjoy a more efficient and streamlined experience.

Another significant milestone was our partnership with an independent company that provided third-party assurance for our climate data. This partnership was instrumental in ensuring that our Scope 1, 2, and 3 greenhouse gas (GHG) emissions data were complete, consistent, and accurate. Their independent verification reinforced the credibility of our disclosed emissions data and our commitment to transparency.

(CONTINUED ON NEXT PAGE)

# A Message from the CEO/Chairman

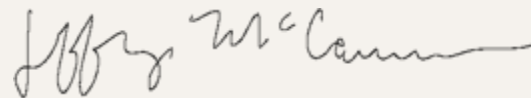
We remained dedicated to our goal of reducing emissions by 55% by 2030, aligning with Client objectives. This ongoing journey involves taking deliberate actions and making incremental progress each year.

Internally, we made considerable strides in connecting with employees. We standardized internal processes to ensure employees receive consistent service, showcased outstanding employees through Employee Highlights, and utilized our social media platforms to celebrate the heritage, contributions, and history of diverse groups within our organization.

Reflecting on 2023, we acknowledge that while our CSR committees did not meet frequently, this period allowed us to lay the groundwork for a more impactful future. We

are committed to using 2024 to thoroughly revamp and refine our CSR committees, ensuring they are well-prepared and ready to launch and invite employee involvement in 2025. This thoughtful preparation is crucial for maximizing the effectiveness of our efforts and fully engaging our employees in our CSR initiatives.

As always, my aspiration for the legacy of JeffreyM Consulting is to show that we cared, that we made a difference, and contributed to building a stronger, kinder, and more sustainable future for all.



**Jeffrey McCannon**  
CEO & Chairman, JeffreyM Consulting



# 2023 Before

At the start of 2023, we conducted a comprehensive review of our CSR initiatives and practices. This evaluation highlighted our progress over the years in calculating our emissions, and our commitment to compliance, service excellence and employee experience was evident in the improvements we saw as well. This review also revealed that it was crucial to take a step back and reevaluate our CSR strategies to better align with our long-term goals. This period of reflection revealed the need to deepen our understanding of our sustainability efforts and their impact. To achieve this, we decided to partner with experts to gain a clearer picture of our current standing and identify areas for improvement. This approach meant that our CSR Committees were less active in 2023 as we focused on refining our strategies and enhancing our data accuracy. We used this time to work closely with specialists to ensure our sustainability reporting was robust and reliable, laying the groundwork for future initiatives.

# 2023 After

Throughout the year, our partnership with experts allowed us to refine our approach and gain a clearer understanding of our position. We confirmed that our sustainability reporting was robust and made a few additional adjustments for greater accuracy, enabling us to provide reliable information to our Clients. Although this strategic choice meant our CSR Committees were less active during this period, our Diversity & Inclusion Committees hosted several successful events, demonstrating their positive impact and engagement. With a strong foundation in place, we look forward to revitalizing our other committees and re-engaging with employees as we continue building on our progress.

# What's Next

Looking ahead, we aim to deepen employee engagement and strengthening our CSR efforts. We're planning to redesign our CSR committees, relaunch our CSR survey, and encourage participation in our annual Employee Engagement survey. With our enhanced understanding of emissions and our ongoing work with sustainability experts, we're committed to refining our emissions calculations to better identify and address areas where we can make the biggest impact. Our aim is to boost these efforts and further reduce our carbon footprint.

Throughout 2024, we will build on the positive progress we have made. We remain dedicated to fostering a supportive and inclusive environment for our employees, delivering exceptional value and service to our clients, and ensuring compliance with all

relevant regulations and standards. Our commitment extends to making a meaningful contribution to the communities where we work and live. By strengthening our sustainability efforts, we aim to fulfill our commitments to our employees, Clients, and the community, while minimizing our environmental impact.

With our enhanced understanding of emissions and ongoing collaboration with sustainability experts, we're committed to refining our emissions calculations to better identify and address areas where we can make the biggest impact. Our goal is to boost these efforts and further reduce our carbon footprint.

Looking forward to 2024, we plan to relaunch our CSR survey and encourage greater

participation in our annual Employee Engagement survey. With these steps, we're excited to revitalize our CSR committees, re-engage with our employees, and continue building on our progress as we strive for even greater achievements.



# Our CSR Approach

# Using Passion to Create Impact, Now and Into the Future.

The formation of our Corporate Responsibility Committee reflects our ongoing commitment to understanding our environmental and community impact, as well as our commitment to finding solutions and ways to improve upon that impact. In September 2020, we restructured our CSR Committee to elevate our efforts by creating four core sub-committees: **Diversity & Inclusion, Climate Change: Environment & Sustainable Procurement, Labor Practices & Fair Business Practices, and Community: Volunteerism & Philanthropy.** This restructuring allowed for deeper focus and more effective action, while also providing greater opportunities to involve JeffreyM staff, employees, and the community. Each sub-committee is led by a member of the JeffreyM Consulting Leadership team and includes additional leadership members and employee volunteers passionate about the committee's focus. The overall committee is

governed by Vice President of Operations.

While our CSR Committee groups saw limited activity in 2023, we made significant strides behind the scenes. We partnered with a third party to ensure data accuracy and to develop a strategic plan for future sustainability initiatives and implemented various internal process improvements. For instance, we took our internal paperless policy to the next level, transitioning all existing documents to digital formats and sustainably destroying physical copies. We also improved documentation of internal processes to facilitate review and improvement, and to ensure consistency across all staff interactions with employees. Our Diversity & Inclusion committee successfully hosted another year of our quarterly book club series, leading thoughtful discussions and engaging employees in meaningful conversations. Looking ahead to

2024, we plan to expand our engagement methods beyond the book club series to include other formats, such as audio content, to encourage even greater participation.

Our CSR strategy aligns with the United Nations Sustainable Development Goals (SDGs), particularly SDG 3 (Good Health and Well-Being), SDG 5 (Gender Equality), SDG 8 (Decent Work and Economic Growth), SDG 10 (Reduced Inequalities), SDG 12 (Responsible Consumption and Production), SDG 13 (Climate Action), and SDG 16 (Peace, Justice, and Strong Institutions). In Q4 2020, we distributed a CSR survey to gather employee input on key topics, which helped us prioritize our efforts and align them with what matters most to our staff. Despite a 4% response rate, we are committed to increasing participation and aim for 50% engagement in our upcoming survey scheduled for Q4 2024.

As we move into 2024, we are excited to revamp and refine our CSR committees to ensure they are well-prepared for a successful launch in 2025. Our CSR strategy will focus on specific goals, including implementing community service opportunities, reviewing our policies, and enhancing our employee training experience. A key aspect of this revitalization is to actively engage our employees by gathering their insights, ideas, and feedback through committee participation and surveys. This engagement is crucial for aligning everyone with our initiatives and ensuring commitment to our shared goals. We also aim to connect with our employees more frequently and in smaller, more digestible segments to keep them actively involved. Additionally, we will continue to review our emissions data to identify further reduction opportunities, despite already operating with very low emissions. The revitalized CSR committees will help us recognize and seize opportunities for social change, promote transparency, and raise awareness among our employees. We believe that even the smallest efforts can drive meaningful impact, and we are committed to sharing our progress publicly.





# Climate Change Environment & Sustainable Procurement



All companies have some level of environmental impact, making it essential to take responsibility and mitigate the effects of our operations. JeffreyM is committed to this responsibility—not only to support the environmental efforts and sustainability goals of our Clients but also to make mindful decisions in our daily practices that contribute to our own sustainability journey.



As a service-oriented company, we recognize that most of our greenhouse gas (GHG) emissions come from electricity consumption (Scope 2), business travel and employee commuting (Scope 3), and supply chain emissions (Scope 3). Over the past few years, JeffreyM has implemented various policies and processes to enhance our sustainability focus. We have also partnered with a third-party expert to help us accurately track and calculate our emissions and identify areas for improvement.



While our Climate Change Sub-Committee did not meet in 2023, we took this time to step back, restructure, and rethink how to best engage employees in our sustainability efforts. During this period, we also partnered with a third-party expert to ensure our calculations were accurate. We look forward to reinventing employees to our sub-committee to help raise awareness and generate innovative ideas on how they can reduce their own environmental impact, contributing to our overall reductions. This thoughtful approach will allow us to relaunch the committee in 2025 with a clearer focus and more effective strategies for involvement.



# Disclosure

## Our commitment to transparency and continued improvement.

As part of our CSR efforts and commitments, JeffreyM Consulting has disclosed our climate change impacts annually since 2018 through CDP, a global platform that helps companies manage their environmental effects, and EcoVadis, which assesses environmental and social performance. With each annual report, we commit to evaluating our results and implementing new measures to improve our scores year over year.

We are dedicated to reducing our already low greenhouse gas (GHG) emissions, recognizing that most of our GHGs stem from Scope 2 and Scope 3 emissions. Additionally, we will update our Corporate

Social Responsibility report annually, making it publicly available on our website at jeffreym.com. This commitment ensures transparency for our employees, Clients, and community, while also allowing us to learn and improve as we advance in our sustainability journey.

*Note that we did not submit to CDP in 2023 due to unforeseen circumstances; however, this was a one-time occurrence, and we remain committed to submitting our disclosures annually moving forward.*

# Building

JeffreyM Consulting, LLC is headquartered in leased space at One Union Square at 600 University Street in downtown Seattle. Union Square has adopted green building practices for and achieved **LEED EB Platinum designation**, the level of **LEED EB Building Certification**.

Over the past 20 years, Union Square has taken a holistic approach to green initiatives and energy efficiency by implanting an in-house commissioning agent to ensure ongoing system performance. This strategy helps exceed tenant comfort levels while maintaining strict efficiency levels across the properties.

In terms of **LIGHTING**, the majority of lighting systems have been retrofitted with high-efficiency LED lighting. A supplemental lighting management system is used for automation of light levels in all public areas. Union Square's Building Automation System (BAS) uses complex strategies to provide tenants with a total comfort control system, while carefully monitoring energy usage.



Union Square also offers a comprehensive **RECYCLING** program for their tenants. In terms of **WATER**, all restrooms have been retrofitted with low flow fixtures and low flow sink aerators. Using the [Aqueduct Water Risk Atlas tool](#) as a means of risk assessment, we have determined our office space has a Low-Medium risk score, and we are happy to rent space within a building so mindful of water conversation. Union Square complies with all Seattle **ENERGY** code standards. Energy conservation is also dictated through automation of lighting and overtime air, in addition to overall HVAC operation. Further, the energy management BAS system is a comprehensive control system that utilizes complex algorithms to provide optimal start during periods of off-peak energy consumption. This provides intelligent warm-up/cool-down of occupied spaces to further reduce the building's carbon footprint under all conditions. Both Union Square buildings are Energy Star certified. Two Union has an Energy Star score of 90 (2024), One Union

has an Energy Star score of 92 (2024). Union Square adheres to the ASHRAE Standard 62.1, ventilation for acceptable indoor **AIR QUALITY**. Union Square utilizes high-efficient filtration approaching Merv13 in arrestance ratings. Both buildings maintain minimum outdoor primary air and required air change levels dictated by ASHREA. Union Square has also partnered with Carbon Solutions Group and purchased renewable energy certificates to support **RENEWABLE ELECTRICITY** generation.

And while our office building features impressive energy efficiencies, the 58% of our staff who do go into the office only do so about two days per week. This indicates that they primarily utilize resources at home, where energy and water consumption is generally lower. Home offices typically rely on personal computers and lighting, along with individual water use, whereas office buildings require significant energy for heating, cooling, lighting, and maintaining

water for shared spaces.

That said, we take pride in occupying a building that prioritizes environmental sustainability, reflecting our own commitment to responsible resource management.

# 2023 Emissions

Year	Location-Based Scope 2 Emissions mtCO2e	Percentage Change
2019	31.72	
2020	8	-74.80%
2021	8.07	8.75%
2022	7.76	-10.30%
<b>2023</b>	<b>7.73</b>	<b>-0.39%</b>

Year	Electricity (kWh)	Percentage Change
2019	69317	
2020	27088	-60.90%
2021	27651	2.32%
2022	26582	-2.49%
<b>2023</b>	<b>25076</b>	<b>-5.48%</b>

Year	Garbage (Tons)	Percentage Change
2019	0.524	
2020	0.211	-59.83%
2021	0.624	195.74%
2022	1	60.38%
<b>2023</b>	<b>1</b>	<b>0.00%</b>

Year	Water (CCF)	Percentage Change
2019	N/A	
2020	15.91	
2021	18.638	17.14%
2022	14.08	-24.43%
<b>2023</b>	<b>14.53</b>	<b>3.19%</b>

# 2023 Emissions

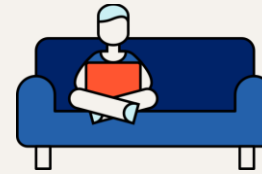
Year	Recycling (Tons)	Percentage Change
2019	0.425	
2020	0.171	
2021	0.436	-59.88%
2022	1	155.03%
<b>2023</b>	<b>1</b>	<b>129.07%</b>

Year	Commuting Emissions (mtCO2e)	Percentage Change
2019	1,474.2	
2020	40.1	-97.28%
2021	14.6	-63.59%
2022	673.9	4,515.75%
<b>2023</b>	<b>457.920</b>	<b>-32.05%</b>

Year	Business Travel (mtCO2e)	Percentage Change
2019	1,474.2	
2020	19.4	-98.68%
2021	2.04	-89.48%
2022	673.92	32,935.3%
<b>2023</b>	<b>56.8851</b>	<b>-91.56%</b>

# Remote Work & Commuting

93% of our workforce worked entirely remotely throughout 2023, reflecting our ongoing commitment to remote and virtual operations since our beginning. This historical way of operating helped us transition seamlessly with the onset of COVID-19 and the global move to remote work. Even though a few employees returned to the office/Client sites in 2021, and more Clients began to invite employees back on-site in 2022, the preference for remote work has persisted strongly. These shifts over the years have significantly contributed to our carbon emissions, as evidenced by the shifts in our mtCO2e numbers. We historically have delivered an efficient remote employee experience from onboarding to offboarding, and a trusted remote process with our Clients. Moving forward, we will continue to prioritize supporting remote employees while providing on-site assistance to Clients as needed, ensuring we minimize our environmental impact when possible.



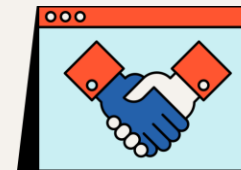
**93%**

of employees worked 100% remote



**3%**

of employees worked in a hybrid environment



**4%**

of employees worked on-site with Client

# Business Travel

Business travel experienced a significant decrease due to the pandemic-related shifts in 2020, with travel nearly ceasing in 2020 and 2021 and varying drastically from 2019 emissions numbers. In 2022, as the world began to return to "normal" and business travel increased to meet contract needs, we observed a rise in emissions. However, in 2023, emissions decreased again due to changes in contract types and a continued evaluation of what constitutes essential travel. Both JeffreyM and our Clients assessed business travel to determine what was essential and crucial for operations. As a result, travel today is limited due to this continued assessment of essential trips based on Client needs and contract requirements.





# Information Technology

At JeffreyM Consulting, we have recognized that one of the most impactful areas for reducing our carbon emissions lies in our IT operations. One of the key initiatives in our sustainability journey is our **Equipment Loan Program**, which is part of our employment package. This program ensures that laptops remain in our inventory rotation throughout their entire **3-year warranty lifecycle**, reflecting our determined useful life for these devices. By doing so, we ensure that all equipment utilizes the latest technology and innovations in energy efficiency while also minimizing waste through the reissuance of laptops.

In 2023, we wiped approximately **140 laptops** to prepare them for reissue. This meticulous process not only takes time but also underscores our dedication to maximizing the lifespan of our devices rather than purchasing new ones and contributing to additional emissions. Once our equipment reaches the end of its lifecycle or is no longer suitable for reissue, our IT department responsibly recycles it by scheduling pickups with a pre-approved and vetted technology recycling service. We proudly partner with a certified service-disabled veteran-owned small business for this purpose, aligning our values with partners who positively impact our communities.



Since transitioning our entire IT process to remote operations in 2020, our team has embraced creativity in our IT shipping practices. We utilize **reusable branded totes** as packaging for devices, supplemented by reused and recyclable paper. We set aside materials from deliveries to our offices for reuse in IT shipping, and staff members are encouraged to bring in packaging materials from home, further promoting resource reuse. As a result, we haven't ordered any new packaging materials for our laptop shipments since **July 2019**. In 2023, we shipped approximately 120 laptops as part of our Equipment Loan Program. By reusing packing materials rather than purchasing new ones, this initiative allowed us to save around **163.29 kg of CO2 emissions**.

Furthermore, as a long-time partner of **Microsoft**, we have made a conscious decision to order exclusively from them for our laptops. This choice aligns with our established partnership and their transparent

sustainability efforts. We feel confident that we are making the right choice for our organization and the planet.

To further enhance our sustainability efforts, we have partnered exclusively with **UPS** for our IT shipping needs, taking advantage of their **carbon-neutral shipping option**. This small investment significantly offsets the environmental impact of our shipments—IT-related or otherwise.

In addition, our partnership with **EXP Technical**, an IT solutions and support company and Microsoft Gold Partner, has been instrumental in maintaining a constant data center footprint while leveraging high-energy efficiency equipment. Utilizing **Office 365**, we benefit from Microsoft's cloud capabilities, which boast impressive energy and carbon emissions reductions compared to traditional on-premises data centers. Reports indicate that their cloud services can be **up to 93% more energy-efficient** and as

**much as 98% more carbon-efficient**, thanks to Microsoft's ongoing investments in IT efficiency, from chip to data center infrastructure, along with their commitment to renewable energy.

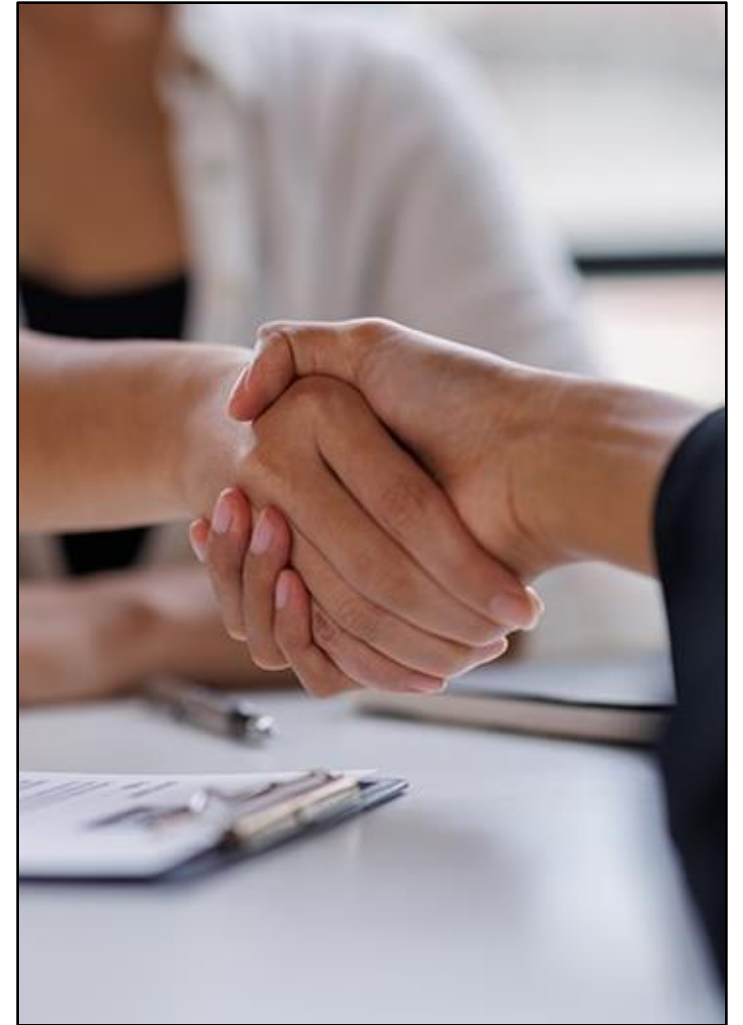
# Sustainable Procurement & Partnerships

We are committed to partnering with businesses that uphold socially and environmentally responsible practices, and who share our dedication to high ethical standards. We define business partners to be any company, Client, or entity we collaborate with.

To reinforce our commitment to responsible sourcing, we have implemented assessment activities and established a **Business Partner Code of Conduct**, providing the foundation on which we build trust. This policy outlines our expectations around compliance with federal, state, and local laws, as well as adherence to labor practices, human rights, environmental sustainability, and ethical conduct. By doing so, we aim foster lasting relationships with our partners while ensuring our employees

are treated well as they provide services to our clients

Internally, we carefully select our suppliers and the products we order. Our internal policy prioritizes the purchase of environmentally friendly office supplies whenever available. We also evaluate our suppliers' shipping options, opting for carbon-neutral shipping, consolidated shipments, bulk ordering, or pickups to minimize our environmental impact.



In alignment with our Diversity and Inclusion goals, we are focused on intentionally increasing our spend with diverse suppliers, as well as non-diverse suppliers that prioritize diversity and inclusion and positively impact diverse communities.

- For **retired technology (IT Recycling)**, we proudly partner with a certified service-disabled veteran-owned small business.
- Our **IT partner**, EXP Technical, is a woman-founded company. As a Microsoft Gold Partner, EXP ensures we have access to the latest innovations in sustainability and technology.
- We partner with a woman-led organization specializing in **HR and employment law services**. This partnership helps us deliver exceptional support to our employees while ensuring the protection and integrity of our organization.

- Furthermore, we source our **promotional merchandise** from a company that prioritizes product safety and compliance, sustainability, and community engagement, ensuring that their offerings are not only high-quality but also environmentally conscious.
- We also prioritize sustainability in our **shipping practices** by encouraging staff to collect and return packing materials from their online orders.

We are proud to work with organizations that align with our values and contribute positively to society and the environment.



## What's Next

Continue to review and expand our network of diverse suppliers, enhance our business partner code of conduct.

# What's Next: Goals & Commitments for Emission Reduction



**Reduce Emissions by 55% by 2030:** We remain committed to achieving this significant reduction in our emissions by 2030, aligning with Client goals.



**Expand Monitoring and Improvement Areas:** We will continually identify new areas for monitoring emissions and implementing improvements, ensuring we stay proactive in our efforts.



**Annual Emissions Monitoring and Reporting:** We will continue to track our emissions closely, providing measurable progress reports each year to assess our performance and transparency. We will also continue in-depth work with our third-party expert to continually enhance our calculations.



**Choose Sustainable Partners:** We are committed to conducting an annual review of our Business Partner Code of Conduct to ensure that our partners' practices align with our sustainability objectives and that our code reflects our current priorities.



**Raise Environmental Awareness:** We will incorporate environmental topics into our required training sessions and maintain transparent communication with employees regarding our climate-related initiatives, ensuring alignment with our efforts.



**Update Technology for Energy Efficiency:** We will continue prioritizing timely upgrades to our technology to maintain and enhance energy efficiency. This includes not only laptop upgrades but also regular monitoring of our systems and careful assessment of needs before making new purchases.

# What's Next: Goals & Commitments for Emission Reduction



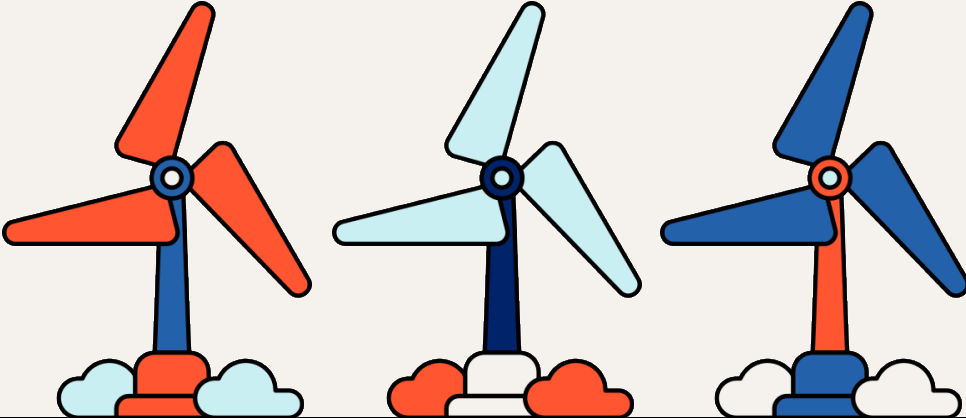
**Maintain Remote Work Model:** Since our inception, our workforce has primarily operated remotely. While we acknowledge that not all employees can work remotely, we encourage it whenever possible. This model has been effective in reducing commuting and improving energy efficiency. We will continue to promote remote work, recognizing its positive impact on emissions.



**Enhance Employee Engagement:** Relaunch our CSR committees to involve our employees in our sustainability efforts, continue our annual engagement survey to gather insights that deepen our understanding of employee perspectives, and increase the frequency of our communication with employees. This will strengthen our connection with employees and empower them to actively contribute to our efforts in reducing climate emissions.

## Moving Forward

By implementing these strategies, we aim to foster a culture of sustainability and drive meaningful progress in reducing our carbon footprint.





# Labor Practices & Fair Labor Practices

At JeffreyM, we are in the people business. We service 125+ clients with a team of 300+ consultants across the globe. From our humble beginnings in Jeffrey McCannon’s garage to the full-fledged staffing firm we are today, employee and Client experience have always been at the forefront of what we do. We are committed to providing robust benefits and fair compensation to our employees. Our commitment to diversity and inclusion, basic human rights, and equitable and fair pay practices is demonstrated within our policies and internal processes. We reinforce these values through our workplace policies training, and ensure that employees are supported throughout their career journeys.

## Career Development

In our contract-based world, employees have the opportunity to stay with JeffreyM for the long term across multiple contracts, or they might just be ‘stopping by’ on their way to the next great thing. Either way, an employee becomes part of the JeffreyM family once onboard. We are committed to supporting their development, whether they aim to grow within their current role, transition to a full-time employee (FTE) with their Client, gain diverse experience across many roles, or perhaps their “next” is outside of JeffreyM – we are here to help however they need us.

**21%**

of our new hires in 2023 were re-hires returning to JeffreyM

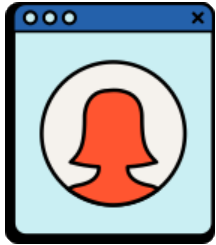
**23%**

of our new hires in 2023 came from referrals



# An employee's career journey with JeffreyM

## Embark



Each employee begins their experience with JeffreyM with one of our knowledgeable Recruiters. Whether the employee has applied to one of our available positions, or whether a Recruiter has proactively reached out due to the employee's skill set or their position on our "bench" from previous conversations or roles, our Recruiters are the first line of support for our employees and the next steps in their career path.

## Flourish



Employees are able to access learning courses within our HR/Payroll system, both assigned and within the course catalog. The catalog allows employees to self-sign-up for courses on a variety of professional and personal development topics for our employees to complete at their leisure. Employees who manage people/teams are also assigned and offered additional training opportunities with external partners.

## Explore



Employees are assigned an Account Manager during their tenure with JeffreyM, who will guide and support them throughout their project, and help them decide what is next. In a contract world, we understand that sometimes "next" is outside of JeffreyM – and we are happy to provide recommendations or resources to help the employee in their career development. This includes resume review, interview tips, recommendations, or however else we can support.

## Succeed



Employees have annual and 360-degree review opportunities, dependent on their Client and role. The Client will either provide direct feedback, or we facilitate this conversation to ensure employees are able to receive this information to best grow and develop. Employees are encouraged to participate in our annual Employee Engage Survey, allowing employees to share feedback on JeffreyM, their engagement, and more!

# Recruitment

---

As a staffing company, ethical recruitment is central to our operations, highlighting our commitment to fairness, transparency, and respect throughout the hiring process. We are committed to providing equal opportunities for all candidates, ensuring that our practices are free from discrimination based on race, gender, age, disability, or any other characteristic. Our recruitment processes are designed to be transparent, with clear communication regarding job roles, responsibilities, salary ranges, and candidate evaluation criteria. We believe that every candidate deserves support, which is why we offer coaching, resume assistance, and interview preparation to help them thrive.

As a staffing company, we are particularly focused on supporting individuals whose contracts have ended or those seeking their next career opportunity. Our strategic

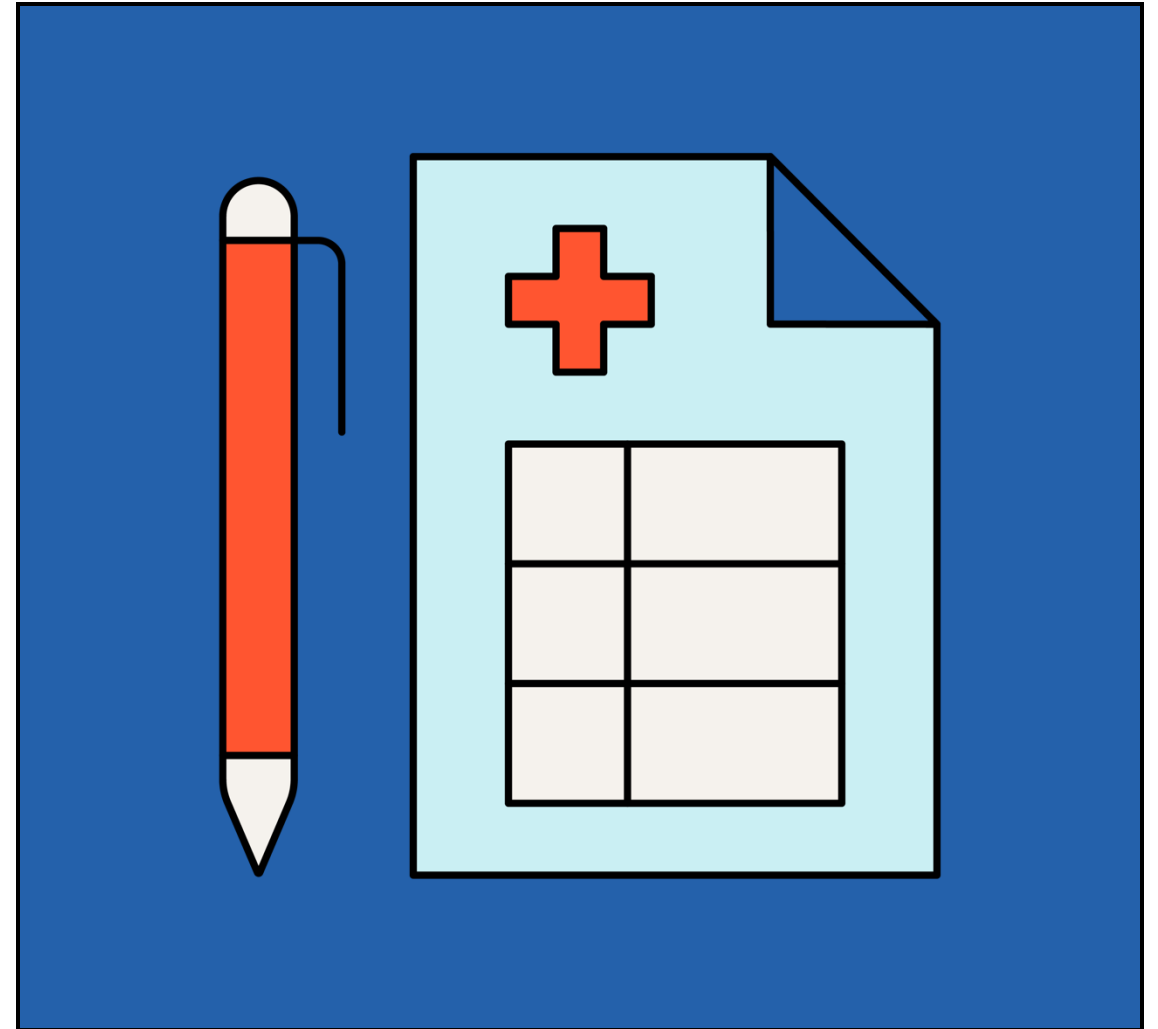
processes are tailored to match the right candidates with the right jobs, a hallmark of our service. This approach not only ensures a strong fit for employees but also allows us to deliver top-notch service to our clients.

To uphold our commitment to ethical practices, we adhere strictly to local and international labor laws and ethical standards. We provide training resources to our recruiters on unbiased hiring practices, and each of our recruiters is a **Certified Diversity and Inclusion Recruiter (CDR)**. Our dedication to ethical recruitment not only enhances individual candidate experiences but also fosters diversity and inclusion within the workforce, contributing positively to the broader community.

# Compensation & Benefits

Employee and Client experience is at the heart of everything we do. Our leadership team continuously evaluates our offerings to ensure that our total package remains relevant, competitive, and meets the diverse needs of our employees and their families.

By prioritizing fair compensation and comprehensive benefits, we aim to create an inclusive and supportive workplace where all employees can thrive.



# Compensation

---

We are dedicated to maintaining fair, consistent, and appropriate practices in **determining employee pay**. This commitment allows us to attract, motivate, and retain qualified talent while ensuring compliance with all relevant laws and regulations. In alignment with our business philosophy and anti-discrimination laws, all salary decisions are made without regard to race, color, religion, sex (including gender expression and identity), national origin, age, disability, or any other characteristic protected by federal, state, or local law.

Our leadership team regularly evaluates compensation to ensure that employees performing similar roles and utilizing comparable skills and abilities receive **equitable pay**. We apply a structured approach to determine compensation within established salary ranges and conduct regular

market assessments to keep our packages competitive.

To further enhance our compensation practices, we introduced a **new HR and payroll system** this year, providing employees with enhanced control and visibility into their paychecks. This system streamlines the payroll process by enabling employees to identify and correct any errors before submission, helping them catch unintended deductions, missing reimbursements, and other discrepancies. This proactive approach ensures the accuracy of each paycheck, giving our employees confidence that their compensation is always on track.

**Transparent communication** of our compensation policies fosters trust, and we encourage employee feedback to ensure their

voices are heard. Our overall compensation strategy integrates benefits such as health insurance and retirement contributions, while we also promote financial wellness initiatives that enhance our employees' financial literacy.

In addition to our core benefits, we have implemented a **financial wellness program** that includes unique perks such as mobile phone service discounts and discounts with various retailers. We have partnered with a mortgage company to offer home-buying workshops and benefits for employees purchasing a home.

Our ongoing efforts in diversity and inclusion further reinforce our commitment to equitable pay practices, and we continuously set goals for future improvements in our compensation framework.

# Benefits

We provide a comprehensive range of benefits, including healthcare and pre-tax savings programs, an employer-matched 401(k) retirement plan, and pre-tax commuter and parking program. Our offerings also include paid parental leave, generous paid time off (PTO) and holidays, pet insurance, long-term disability, accidental death & dismemberment (AD&D) insurance, as well as accident and critical illness coverage and short-term disability.

Our equipment loan program provides valuable support to our employees in their roles. Our dedicated full-time IT and HR teams, along with account managers assigned to each employee and Client, ensures that everyone receives the support they need. We also prioritize personal and professional development through 360 reviews, in-person training opportunities, enhancements to our learning management

system, and performance evaluations.

Our standout benefit may just be our small, accessible leadership team - including Jeffrey himself - who actively champions our employees, offers support, and values their feedback.

We are continually working behind the scenes to assess and improve our benefits offerings, seeking ways to improve benefits savings, discounts, and overall satisfaction in working with us. Our new HR and payroll system features an intuitive benefits wizard that simplifies the open enrollment process. This tool guides employees through their options, making it easy to understand their choices. Additionally, employees can preview a sample paycheck to see how different benefits enrollments would affect their compensation, ensuring they make informed decisions.



In 2020, we launched our Paid Parental Leave Policy **nationwide**, guaranteeing a minimum of 12 weeks of paid leave for all eligible employees. This policy ensures equal access to **paid** parental leave, regardless of state offerings. In 2023, we enhanced this benefit by increasing the weekly pay benefit.



## Benefits: Next Up

We plan to conduct a deep dive into our benefits offerings with our brokers, engaging with each carrier to ensure we are providing the best plans and rates available. We aim to explore additional offerings, switch carriers where beneficial, and launch an employee benefits survey to better understand the needs and preferences of our current workforce regarding their benefits.



# Summary of Employee Support

---

To enhance our employee's experience, we have a dedicated **HR team** that continuously reviews our benefits offerings, collects employee feedback, and provides assistance throughout their employment journey. They discuss accommodation options for both current and potential employees and ensure that all staff and employees are trained on the policies and procedures in which we are committed to.

Each employee is assigned a dedicated **account manager** who advocates for them, facilitates communication with the Client, shares performance feedback, and offers ongoing support during their contract period.

Our CEO and Founder, **Jeffrey McCannon**, is always willing and available to hear employee feedback. Having built this company from the ground up, he is committed ensuring it is the

best place to work and welcomes employees to reach out to him directly via phone or email with their thoughts and suggestions.

Additionally, we provide **full-time IT** support to ensure employees can thrive in their roles. This includes supplying essential equipment and assisting with technical issues, including device upgrades and replacements when needed. Our IT team also ensures that employees have the appropriate support channels for technical issues outside our control, adding an extra layer of assistance.

With our new **HR and payroll system**, employees can submit inquiries directly through the platform, eliminating the need to determine whom to contact for support. This streamlined process enhances communication and makes it easier for employees to get the help they need.

# Data Privacy

## Protecting Personal, Client, and Company Information

We take data privacy seriously. We conduct monthly reviews of our security policies and processes, as well as comprehensive evaluations during annual audits. We consider how we collect, use, store, protect and process data on a regular basis. As a staffing and consulting agency, we recognize that our biggest risks lies in potential phishing and hacking threats, and recognizing this allows us to put a risk management process in place.

Since 2019, we have partnered with EXP Technical, an IT solutions provider and Microsoft Gold Partner founded in 2003. EXP Technical offers essential services to protect company and client data, including data

encryption, strict access controls, and regular security audits. They also provide employee training on data security best practices, develop incident response plans, and ensure reliable backup solutions. Furthermore, they help us maintain compliance with data protection regulations and utilize advanced monitoring tools for real-time threat detection, fostering trust and minimizing the risk of data breaches.

Our policies and processes are outlined in our IT Security Policy, created in collaboration and reviewed regularly with EXP. This policy, which every employee must sign and acknowledge during onboarding and is trained on annually, minimizes

unnecessary data collection and retention, creating trust with our employees and Clients that their information is secure.

In line with our commitment to data privacy, we transitioned to a new HR and payroll system this year that is largely employee driven. This system allows employees to make all updates and changes themselves, significantly reducing the risk of impersonation through email and enhancing overall data security.

We transparently communicate our privacy practices in our [Privacy Policy](#), published on our website at [jeffreym.com](http://jeffreym.com).



# Fair Business Practices & Human Rights

At the heart of our company and our CSR foundation are our core **JeffreyM** values, encapsulated in our **Code of Conduct** policy. This policy not only sets the standard for ethical behavior but also drives all of our decisions and actions across the organization. We are committed to upholding the highest ethical standards, complying with all relevant laws and regulations, and ensuring that our operations align with both local and global sustainability goals. We created and adopted our **Code of Conduct** to ensure orderly operations, foster the best possible work environment, and maintain the integrity of our business practices, and ensures we meet our responsibilities to employees, customers, and communities.

The **Code of Conduct** covers a wide range of

essential topics that support our commitment to responsible business practices, including compliance with laws, human rights, health and safety, environmental protection, workplace conduct, and professionalism. Through these guidelines, we ensure that our operations contribute to a sustainable, inclusive, and ethical global economy. This commitment is aligned with the **UN Sustainable Development Goals (SDGs)**, particularly those related to health and well-being, gender equality, decent work, reduced inequalities, responsible consumption and production, climate action, and peace, justice, and strong institutions.

All **JeffreyM** employees are required to sign and acknowledge the **Code of Conduct** policy upon onboarding and receive

annual training on its contents. This ensures that our team is well-equipped to uphold our values, adhere to these standards, and contribute to the achievement of these SDGs in their daily work.

Reports of any violations or concerns are directed to our **Human Resources** department, where they are promptly investigated, ensuring that we maintain a fair, transparent, and ethical workplace for all.

Through these efforts, we aim to create a positive impact both within our organization and across the wider community, supporting sustainable development and contributing to a more just and equitable world.

# Our Values

Our values drive the decisions we make, the policies and processes we put in place, and help us make an impact that matters. Our values are posted on our website, and they play a key role in our staff annual reviews.



## People

**People are at the core of JeffreyM.** People are at the core of everything we do at JeffreyM. We prioritize nurturing and supporting our talent, while ensuring they are matched with the right opportunities.



## Flexibility

**Work-life balance is essential.** JeffreyM was built on the concept of work-life balance. We believe that providing employees with flexibility allows exceptional work to thrive.



## Results

**We strive to deliver results.** We strive to deliver impactful results that drive Client success by providing tangible, measurable outcomes.



## Service

**We pursue excellence.** We believe in delivering excellent service to our employees and Clients. We do this through our deep knowledge of the staffing industry, and by continuously following market trends, strategies and technologies.



## Communication

**We believe in transparency.** We are committed to timely and transparent communication through listening, sharing and understanding.



## Innovation

**We love sharing fresh ideas.** We strive to foster collaborative partnerships that encourage innovative solutions and fresh ideas between JeffreyM, our Clients, and our employees.



## Social Responsibility

**We take action.** We believe in taking action when it comes to Corporate Social Responsibility. We are committed to creating inclusive workspaces and prioritizing sustainable practices to reduce our global footprint.

# What's Next: Improving Employee & Client Standards

Moving forward, we are committed to improving employee and client Standards through several strategic initiatives.

We have implemented assessment activities and established a **Business Partner Code of Conduct**, the foundation on which we build trust. This policy outlines our expectations for compliance with federal, state, and local laws, as well as adherence to labor practices, human rights, environmental sustainability, and ethical conduct. Our goal is to foster lasting relationships with our partners while ensuring our employees are treated well and work within the best work environment as they deliver services to our Clients. We require anyone we work with to maintain fair employment practices and prohibit forced labor and human trafficking. Additionally, suppliers must actively work to minimize

their environmental impact.

To better understand the needs of our workforce and in alignment with our commitment to continually review and enhance our benefits offerings, we plan to launch an **employee benefits survey** to gather insights on our current offerings and identify additional benefits that would be valuable for employees and their families. We also aim to encourage greater participation in next year's **employee engagement survey**. We will also relaunch our **CSR survey**, inviting employees to share their priorities and where they would like to see more involvement from JeffreyM. This survey will also invite and encourage participation in our revitalized CSR committees. These initiatives will help us stay aligned with the values of our current

employee base and enable us to monitor progress while identifying areas that require additional support.

Each year, we review our onboarding and annual training programs to ensure they incorporate all JeffreyM policies, are user-friendly, and comply with updated client requirements. In the coming year, we will concentrate on enhancing the branding and user experience of these trainings. Additionally, we will transition all training to our new HR and payroll system, further enriching the overall experience for our employees.

# Recognition as a Best Place to Work

We are proud to announce that for the fourth year, we have again been recognized as one of the Puget Sound Business Journal's Washington's Best Places to Work. JeffreyM Consulting proudly secured 13th in the X-Large category for 2023. This achievement reflects our ongoing commitment to creating a supportive and inclusive workplace where employees feel valued and empowered.

Being named a Best Place to Work is not just a title; it's a testament to our culture and the hard work of our dedicated team. We continuously strive to foster an environment that prioritizes employee well-being, professional development, and open communication.

This recognition motivates us to enhance our employee experience further and to

continue listening to feedback that drives positive change. We understand that our people are our greatest asset, and we remain committed to ensuring that our workplace is one where everyone can thrive.

As we celebrate this milestone, we also recognize that there is always more to be done. We are eager to build on this success, enhancing our programs and initiatives to create an even more engaging and fulfilling workplace for all our employees.





# Diversity & Inclusion



JeffreyM Consulting is committed to a diverse and inclusive workplace. Our Diversity & Inclusion statement drives all of our internal policies and processes and is also published publicly on our website. This statement is presented to all employees and staff upon onboarding, and again during our annual training launch. We expect all staff and employee to uphold and abide by this statement throughout all their interactions and actions at JeffreyM Consulting.

# Our JeffreyM Diversity & Inclusion Statement

---

JeffreyM Consulting, LLC believes that diversity and inclusion are essential for achieving and sustaining excellence. We are committed to a work environment where the diverse contributions of all staff, employees and clients enhance our effectiveness. By recruiting and retaining a diverse workforce, we can best promote our values of excellence. These values are recognized and supported by JeffreyM Consulting, LLC leadership at all levels.

In line with our commitment to diversity and inclusion, JeffreyM Consulting, LLC provides equal employment opportunities (EEO) to all individuals regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or

local law. JeffreyM Consulting, LLC provides reasonable accommodations for qualified individuals with disabilities so long as it does not create an undue hardship for JeffreyM Consulting, in accordance with the law.

We are committed to ongoing education and training on diversity and inclusion to create a more inclusive workplace. Employees are encouraged to report any concerns or instances of discrimination through our designated channels. We regularly evaluate our progress and hold ourselves accountable to our diversity and inclusion goals, ensuring continuous improvement and commitment to our values.

We remain committed to fostering a diverse workforce and creating an environment where all employees feel included, valued, and safe. We have a dedicated staff member, LaToya Benson, Director of Success, Diversity and Inclusion who focuses on driving our D&I efforts initiatives forward. She also serves as the Committee Lead for our Diversity & Inclusion CSR Committee.

We have implemented several key initiatives:

- **Annual Employee Engagement Survey:** This helps us gather employee insights and feedback to continually improve our D&I practices and employee experience.
- **Annual D&I Training:** We provide comprehensive training for both managers and non-managers to deepen our collective understanding and commitment to diversity and inclusion.
- **Quarterly Book Club Series:** This initiative encourages discussion and exploration of diverse perspectives and experiences.

While there is always more to learn and achieve, we are proud of our progress and are actively working on enhancing our efforts for the year ahead. This includes:

- **Expand Book Club Series:** Introduce various formats, such as audiobooks, podcasts, and films, while scheduling meetings at different times to accommodate diverse employee schedules.
- **Certification for Recruiting Team:** Require our recruiting team to become Certified Diversity Recruiters (CDR) to enhance our commitment to diversity in hiring practices.
- **Professional Development Opportunities:** Partner with McKinsey Connected Leadership Academy, which offers customized content relevant to Black, Asian, and Hispanic and Latino leaders at various experience levels. We recognize the importance of investing in our employees' growth and look forward to providing this valuable opportunity.



**LaToya Benson**  
Director of Success Diversity and Inclusion,  
JeffreyM Consulting



# D&I Committee

Our current Diversity & Inclusion Sub-Committee has four key responsibilities:



Promote and support the success of diverse employees.



Foster a culture of inclusion.



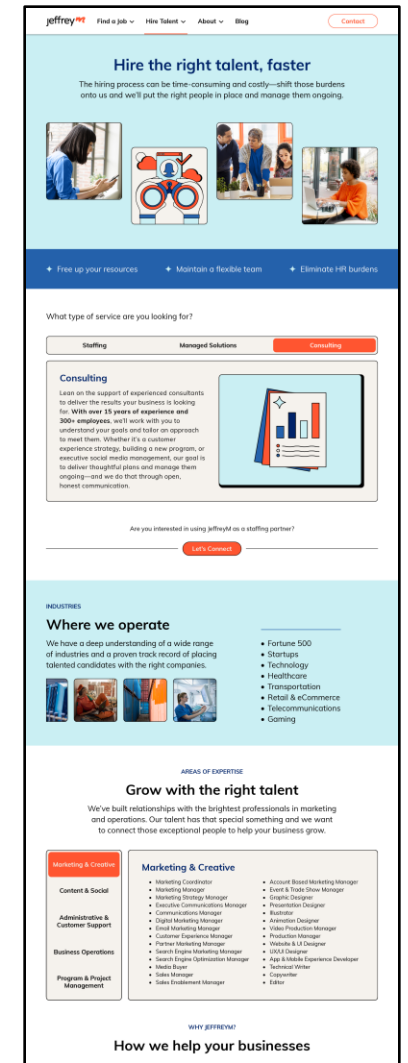
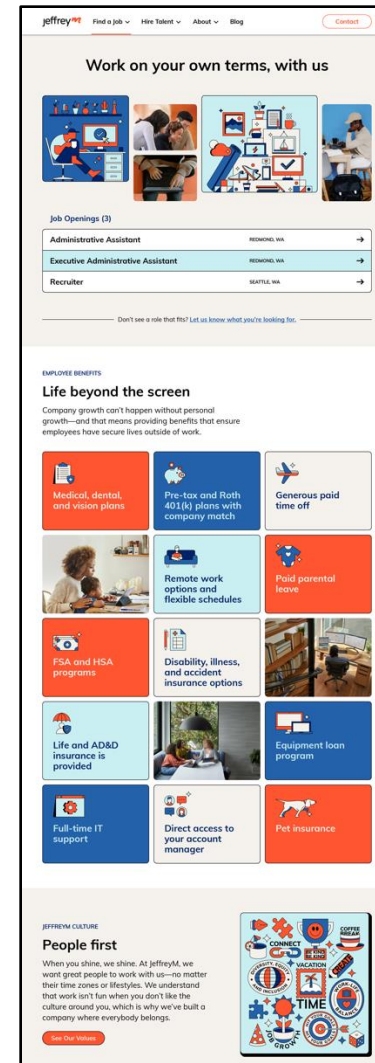
Educate employees through training and engagement.



Build a diverse workforce through recruiting and communication.

# Website

As part of our updated branding introduced in 2023, a relaunch of our [website](#) is scheduled for early 2024. This new launch includes priorities such as ensuring our diversity & inclusion statement remain prominent, and imaging remains inclusive for diversity and accessibility. We will feature insights from our employee engagement survey, publicly sharing how our employees feel about our diversity and company culture, along with the demographic breakdown of our workforce by race/ethnicity and gender. Additionally, we aim to ensure that the website authentically reflects our values and company culture, enhancing the employee experience and fostering Client trust.



# Engaging Employees

## Employee experience is at the core of everything we do.

We believe that fostering a positive workplace culture begins with our Code of Conduct Policy and our Policy against Discrimination and Harassment. These policies create an environment where all individuals are treated with dignity and respect. Every employee acknowledges these policies during onboarding and participates in annual training sessions, alongside additional Diversity & Inclusion (D&I) training.

Throughout 2023, we continued our successful company-wide book club, featuring a new book each quarter to spark meaningful discussions on topics such as

race, gender, LGBTQ+ issues, and workplace diversity. These meetings provide a platform for employees to share insights, actionable steps, and build connections with colleagues they may not typically engage with in their day-to-day roles.

Each year, we conduct an Employee Engagement Survey to measure satisfaction, assess D&I efforts, and identify areas of improvement to enhance retention and performance. Our latest D&I survey in 2023 received positive feedback, with 71% of employees expressing a favorable view of diversity and inclusion in our organization. While this surpasses our goal of 65%, it

represents a 9% decrease from 2022. Although this is encouraging, we recognize there is still work to be done. We aim to raise our survey response rate from 30% in 2023 to 40% in our next survey.

We are also in the initial stages of launching more frequent employee connection opportunities through bite-sized updates, strengthening the connection between leadership and our remote workforce. This initiative will provide employees with greater insight into the work JeffreyM is doing and reinforce our commitment to keeping employee experience at our core.

# Where We Are & What's Next



Our workforce was 61% women in 2023 (*based on employees who chose to self-identify their gender*). **83% of our leadership is women.**



Hosted 4 successful quarterly book clubs. Our goal in 2024 is to introduce additional formats, such as audiobooks and podcasts.



In 2023, we posted 16 staff blogs and 7 employee highlight posts, with goals to reach 24 blogs and 10 highlight posts in 2024.



As a result of our recruitment strategies and DEI initiatives, minority employee representation has increased by 50% over the past two years



30% of employees responded to our 2023 Employee Engagement Survey - our goal for 2024 is 40%.



71% feel positive about diversity at Jeffrey, exceeding our goal of 65%.



79% feel their work environment is inclusive – our goal is 80%.



74% feel connected to and love the JeffreyM Culture – our goal is 75%.



# Community

# Community

At JeffreyM, we are deeply committed to making a positive impact within the communities we work and live within. Our mission is to give back both locally and globally through our time, resources, and expertise, creating meaningful change in the areas we serve.

Every year, we allocate a portion of our holiday budget to support the **American Cancer Society**, demonstrating our commitment to cancer research and support. This initiative allows us to celebrate our employees during the holiday season with a small gesture while ensuring we also contribute to a vital cause in the fight against cancer, reinforcing our dedication to both our people and our community. During the holiday season, we also collaborate with the **Wishing Well Foundation**, inviting employees to join us in purchasing items from their wish list, fostering a spirit of giving. Additionally, we have a strong history of supporting the **Fred Hutchinson Cancer**

**Research Center** as a sponsor and advocate at their fundraising events, contributing to their critical work in the fight against cancer and related diseases.

In line with our ongoing Diversity & Inclusion efforts, we also partnered with [Merit America](#), a national nonprofit organization that helps workers in low-wage roles transition into middle-class careers in fields such as IT Support, Java Development, Data Analytics, and UX Design. In December, our employees volunteered to conduct mock interviews with Merit America participants, actively contributing to our corporate responsibility objectives while honing their leadership skills.

As we move forward, we are committed to developing this initiative and look forward to enhancing our collective contribution to the communities we care about.

# What's Next

In the upcoming year, we'll focus on reshaping our CSR Community Committee and finding the best ways for employees and JeffreyM to contribute their time, expertise, and resources to local communities. JeffreyM is committed to strengthening our community connections by discovering meaningful ways to make a difference.



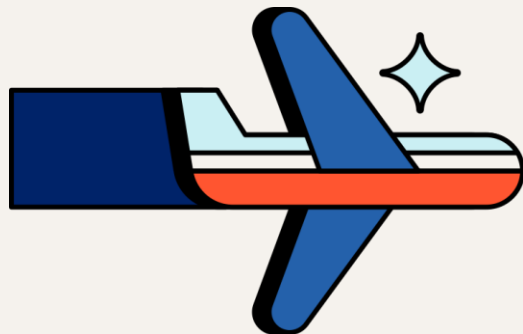
m

# Conclusion



At JeffreyM Consulting, we take great pride in the evolution of our Corporate Social Responsibility strategy over the past six years. In 2023, we achieved significant milestones, including the implementation of a new HR and payroll system that greatly enhances the employee experience, a revamp and rebranding of our training programs to ensure optimal understanding of our policies and processes, and a partnership with sustainability experts to calculate our emissions and develop a forward-looking sustainability strategy. Additionally, we were honored to be recognized once again as one of the best places to work, as voted by our employees.





We remain dedicated to driving positive change and look forward to continuing our journey toward making a meaningful difference.



# Appendix: GRI Index

	Disclosure	Page Number(s) or Direct Response
<b>Organization and its reporting practices</b>		
GRI 2: General Disclosures 2021	2-1 Organizational details	5, 6, 8 JeffreyM Consulting is a staffing and consulting company based in Seattle, WA, serving Clients and employing talent worldwide.
	2-2 Entities included in the organization's sustainability reporting	2, 8 Unless otherwise specified, references to 'JeffreyM Consulting,' 'we,' 'us,' 'our,' or 'the Company' refer to JeffreyM Consulting, the sole entity included in our sustainability reporting.
	2-3 Reporting period, frequency and contact point	2 The reporting period for JeffreyM Consulting's annual CSR Report is January 1, 2023 – December 31, 2023. Please direct questions on this report or topics related to our corporate responsibility disclosures to <a href="mailto:CSR@jeffreym.com">CSR@jeffreym.com</a> .
	2-4 Restatements of information	Environmental data has been restated where applicable to reflect improved data management practices, enhancing consistency and accuracy in our reporting.
	2-5 External assurance	We ensure the accuracy of our report content through an internal review process, which includes oversight by the CEO and senior executives for subject matter reviews and validation. For external assurance, we collaborate with a third-party provider to verify the following data: Scope 1, Scope 2, and select Scope 3 greenhouse gas emissions.
<b>Activities and workers</b>		
GRI 2: General Disclosures 2021	2-6 Activities, value chain and other business relationships	5, 7, 11-15
	2-7 Employees	8 JeffreyM Consulting annually publishes an Employer Information Report (EEO-1 Report).
	2-8 Workers who are not employees	JeffreyM Consulting does not have workers who are not employees.
<b>Governance</b>		
GRI 2: General Disclosures 2021	2-9 Governance structure and composition	7, 14 JeffreyM Consulting has a leadership team composed of the CEO, the President, the Vice President, and three other executives. The CEO also serves as the Chairman of the Sustainability team, governed by the Vice President of Operations.
	2-10 Nomination and selection of the highest governance body	Not relevant. The leadership team, including the CEO/Chairman, President, and other senior executives, is appointed based on performance and internal promotion. There is no formalized, external nomination process for the highest governance body.
	2-11 Chair of the highest governance body	7, 9-10 The CEO/Chairman has ultimate responsibility for overseeing the company's sustainability strategy and ensuring its alignment with business objectives.
	2-12 Role of the highest governance body in overseeing the management of impacts	14 The CEO/Chairman leads the <b>sustainability team</b> , which oversees the management of sustainability impacts across the company. The team is responsible for setting goals, monitoring progress, and ensuring sustainability is integrated into business practices. The CSR Committee overall is governed by the Vice President of Operations.
	2-13 Delegation of responsibility for managing impacts	14-15 The responsibility for managing sustainability impacts is delegated to the sustainability team, which is comprised of executives and department heads.
	2-14 Role of the highest governance body in sustainability reporting	14 The CEO/Chairman oversees the company's sustainability reporting, supported by the sustainability team, led by the Vice President of Operations. The team gathers data, evaluates performance, and prepares the sustainability report in alignment with company goals.
	2-15 Conflicts of interest	Not relevant.
	2-16 Communication of critical concerns	15, 41, 51 Employees are encouraged to raise concerns about sustainability or governance directly to the sustainability team or to the CEO/Chairman. The company maintains an open-door policy, outlined in our Code of Conduct, and we actively engage employees through committee participation and surveys.
	2-17 Collective knowledge of the highest governance body	The sustainability team is comprised of long-tenured staff members with diverse knowledge across business operations, sustainability, and corporate responsibility.
	2-18 Evaluation of the performance of the highest governance body	The performance of the CEO/Chairman and the executive leadership team, including their work on sustainability, is evaluated regularly through an internal review process.
	2-19 Remuneration policies	N/A. JeffreyM Consulting does not disclose specific remuneration policies for the governance body.
	2-20 Process to determine remuneration	Executive compensation is determined based on performance, company goals, and industry standards.

	2-21 Annual total compensation ratio	Currently, JeffreyM Consulting does not disclose the ratio of total compensation between the highest and lowest-paid employees.
<b>Strategy, policies and practices</b>		
GRI 2: General Disclosures 2021	2-22 Statement on sustainable development strategy	9-12, 14-15, 17-18, 29-30 JeffreyM Consulting is committed to integrating sustainability targets into our staffing and consulting practices.
	2-23 Policy commitments	We communicate our policy commitments on sustainability, ethics, and social responsibility through our Code of Conduct, training programs, annual CSR report, and disclosures to EcoVadis and CDP. These policies align with our values and are also addressed in our Business Partner Code of Conduct to ensure consistency across operations and partnerships. Refer to full CSR Report.
	2-24 Embedding policy commitments	We integrate our policy commitments into our culture through recruitment, training, and performance evaluations. Our sustainability and ethics policies are communicated during onboarding and annually and are monitored by our CSR Committee to ensure consistent application across all operations. Refer to full CSR Report.
	2-25 Processes to remediate negative impacts	6, 9-10, 17-18, 29 We monitor our operations for potential negative social, environmental, or governance impacts, such as emissions from travel or labor practices. While no significant impacts have been identified, we are committed to addressing any concerns through corrective actions or strategy updates if needed.
	2-26 Mechanisms for seeking advice and raising concerns	41, 51 Our Code of Conduct outlines mechanisms for raising concerns, ensuring compliance with laws and ethical practices. Our employee handbook also includes a zero-retaliation policy, protecting individuals who report concerns.
	2-27 Compliance with laws and regulations	27, 34, 36, 41, 43
	2-28 Membership associations	6
<b>Stakeholder Engagement</b>		
GRI 2: General Disclosures 2021	2-29 Approach to stakeholder engagement	10, 27-29, 43 Our Business Partner Code of Conduct ensures alignment with our sustainability and ethical standards, including emissions reduction and responsible sourcing. We also support the specific sustainability objectives of our clients.
	2-30 Collective bargaining agreements	JeffreyM Consulting does not have employees covered by collective bargaining agreements.
<b>Economic Performance</b>		
	201-1 Direct economic value generated and distributed	As a private company, we do not disclose detailed financial data such as direct economic value generated and distributed in our CSR report.
	201-2 Financial implications and other risks and opportunities due to climate change	Our CSR report does not include detailed financial implications of climate change risks and opportunities. However, we are assessing these impacts through internal risk management and CDP reporting, with plans to integrate this information into future disclosures.
	201-3 Defined benefit plan obligations and other retirement plans	37 We do not offer defined benefit plans. We provide a 401(k) retirement plan, with company contributions.
	201-4 Financial assistance received from government	JeffreyM Consulting did not receive any financial assistance from government.
<b>Procurement Practices</b>		
GRI 204: Procurement Practices 2016	204-1 Proportion of spending on local suppliers	As a staffing company, we focus on sourcing talent and services rather than physical products. We don't currently track spending on local suppliers but prioritize ethical sourcing, diversity, and supporting local talent. We aim to improve data tracking in the future.
<b>Anti-Corruption</b>		
GRI 205: Anti-Corruption 2016	205-1 Operations assessed for risks related to corruption	27-29, 41, 43, 51
	205-2 Communication and training about anti-corruption policies and procedures	27-29, 41, 43, 51
<b>Energy</b>		
GRI 302: Energy 2016	302-1 Energy consumption within the organization	19-20, 25-26, 29, 30 JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	302-2 Energy consumption outside the organization	26 JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	302-4 Reduction of energy consumption	9-10, 12, 15, 17-30, 40-42,
<b>Water and Effluents</b>		
GRI 303: Water and Effluents 2018	303-1 Interactions with water as a shared resource	19-22

	303-2 Management of water discharge-related impacts	Our operations involve only typical office water use (e.g., kitchen and restrooms), and we do not have specific wastewater management practices. However, we are committed to responsible water use and minimizing environmental impact through sustainable office practices.
	303-3 Water withdrawal	Our operations do not involve significant water withdrawal beyond typical office use (e.g., drinking water and kitchen facilities).
	303-4 Water discharge	We do not discharge significant amounts of water beyond typical office use (e.g., kitchen and restroom facilities), and thus, do not have specific water discharge management practices.
	303-5 Water consumption	Our water consumption is limited to office facilities (e.g., kitchens and restrooms), and we are committed to minimizing usage through sustainable practices.
<b>Emissions</b>		
GRI 305: Emissions 2016	305-1 Direct (scope 1) GHG emissions	9, 17-18, 21 2.280 mtCO2e  JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	305-2 Indirect (scope 2) GHG emissions	9, 17-18, 21 7.730 mtCO2e  JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	305-3 Other indirect (Scope 3) GHG emissions	9, 17-18, 21 Category 1: 148.027 mtCO2e Category 6: 56.8851 mtCO2e Category 7: 457.920 mtCO2e  JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	305-4 GHG emissions intensity	We track GHG emissions intensity using multiple indicators. JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
	305-5 Reduction of GHG emissions	9, 10, 12, 15, 17-30, 40-42,  JeffreyM Consulting annually responds to the CDP Climate Change questionnaire and EcoVadis questionnaire.
<b>Supplier and Environmental Assessment</b>		
GRI 308: Supplier Environmental Assessment 2016	308-1 New suppliers that were screened using environmental criteria	JeffreyM Consulting does not report the number of new suppliers screened using environmental criteria. However, our Business Partner Code of Conduct, which outlines our environmental expectations for partners, is posted publicly.
<b>Employment</b>		
GRI 401: Employment 2016	401-1 New employee hires and employee turnover	JeffreyM Consulting does not disclose detailed figures on new hires and turnover, but we monitor these metrics internally to support our recruitment and retention strategies.
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	32, 35-39, 43 Our CSR report outlines the benefits provided to employees working 20+ hours per week.
	401-3 Parental Leave	37
<b>Employee Well-being and Mental Health</b>		
GRI 403: Occupational Health and Safety 2018	403-6 Promotion of worker health	36-37, 41, JeffreyM Consulting provides health insurance coverage and offers an Employee Assistance Program (EAP) that includes mental health and wellness resources, supporting employees in maintaining a healthy work-life balance.
<b>Training and Education</b>		
GRI 404: Training and Education 2016	404-1 Average hours of training per year per employee	15, 29, 32-34, 37, 39-41, 43, 46-49, 51, 57 In 2023 on average, JeffreyM employees participated in 5 hours of training (excluding onboarding training).
	404-2 Programs for upgrading employee skills and transition assistance programs	32-33, 39 JeffreyM Consulting provides employee support through account managers and career development support. While we do not have formal transition assistance programs, these
	404-3 Percentage of employees receiving regular performance and career development reviews	While JeffreyM Account Managers regularly check in with clients and managers to ensure feedback is being provided, we cannot always guarantee that it will be. However, when feedback is available, it is passed along to the employee. Additionally, all staff members receive an annual performance review.

<b>Diversity and Equal Opportunity</b>		
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	7-8 JeffreyM Consulting annually publishes an Employer Information Report (EEO-1 Report).
	405-2 Ratio of basic salary and remuneration of women to men	32, 35-37 At JeffreyM Consulting, we ensure that employees performing similar work are paid equally, regardless of gender, race, or background. We are committed to fair and equitable compensation practices across the organization. However, we do not currently disclose this data publicly.
<b>Non-discrimination</b>		
GRI 406: Nondiscrimination 2016	3-3 Management approach	7, 8, 34, 36, 41, 47, 51 JeffreyM Consulting has clear processes to investigate and address allegations of discrimination, ensuring prompt resolution in line with our policies. We provide regular training on preventing discrimination, promoting diversity, and creating an inclusive environment. In 2023, 100% of employees participated. Employee feedback from our annual engagement survey helps us identify areas for improvement, and our Code of Conduct reinforces these commitments.
<b>Child Labor</b>		
GRI 408: Child Labor 2016	3-3 Management approach	27, 29, 34, 41, 43, 51 Our Code of Conduct covers these issues, emphasizing compliance with laws, safe working conditions, and a commitment to ethical labor practices, including the prohibition of child labor.
<b>Local Communities</b>		
GRI 413: Local Communities 2016	3-3 Management approach	Our focus on diverse recruiting supports local communities by creating opportunities for underrepresented groups and fostering workforce inclusion.
	413-1 Operations with local community engagement, impact assessments and development programs	34, 47, 48, 49, 54
	413-2 Operations with significant actual and potential negative impacts on local communities	We have not identified any significant negative impacts on local communities from our recruiting or staffing operations.
<b>Supplier Social Assessment</b>		
GRI 414: Supplier Social Assessment 2016	414-1 New suppliers that were screened using social criteria	27-29, 43 We screen new suppliers based on social criteria in our Business Partner Code of Conduct, which covers ethical labor and human rights practices.
	414-2 Negative social impacts in the supply chain and actions taken	27-29, 43 Suppliers are regularly assessed through audits to ensure compliance with the social criteria in our Business Partner Code of Conduct.
GRI 412: Human Rights Assessment 2016	412-2 Employee training on human rights policies or procedures	27-29, 34, 41, 43, 51 Our Code of Conduct covers these issues, emphasizing compliance with laws, safe working conditions, and a commitment to ethical labor practices. We provide training to employees on these policies during onboarding and annually to ensure understanding and compliance with our human rights standards.
	412-3 Significant investment agreements and contracts that include human rights clauses	27-29, 43 Our contracts with business partners include provisions for safe work sites, training, and safety equipment. Human rights are addressed in our Business Partner Code of Conduct, available on our website.
<b>Customer Satisfaction and Retention</b>		
GRI 416: Customer Health and Safety 2016	416-1 Assessment of the health and safety impacts of product and service categories	27-29, 43 Our contracts with business partners include provisions for ensuring safe work sites and appropriate safety measures for assigned employees. Health and safety considerations are further addressed in our Business Partner Code of Conduct, available on our website.
<b>Customer Privacy</b>		
GRI 418: Customer Privacy 2016	418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	40 We have not received any substantiated complaints regarding privacy breaches or data loss, but we maintain an incident response program and partner with EXP, a third-party IT company, to address potential security issues and ensure customer privacy.