



Corporate social responsibility report 2021



“Unleashing the potential of people is what Insperity is all about.”

Paul J. Sarvadi
Chairman and CEO
Insperity

When we started Insperity in 1986, we knew that strong core values were vital to building a thriving business. We also knew that our people would always be our most valuable asset. These foundational beliefs sustain our company as we continue to harness the power of human resource solutions to improve business success.



This distinct foundation enabled us to continue to support our clients during the past two years. Even now, the impacts of the COVID-19 pandemic linger, attitudes about work have changed and regulation and compliance concerns have only increased.

In this difficult moment when disruptions possess the power to prevail, I am more excited about the future of Insperity than ever before. Why? Because I believe Insperity is poised to meet the needs of our clients, our employees, our stockholders and our communities.

Insperity strives to find solutions for small and medium-sized businesses that are dynamic, specific and intentional. Solutions that deploy HR strategies to unleash the power of people within a business, even when times are tough. Solutions that produce superior collaboration, alignment and efficiency to drive businesses forward. And when we drive businesses forward, we drive communities forward. The success of one is often dependent on the success of the other.

The challenges of 2021 and the feedback we solicited from our employees, clients and other stakeholders during this time led Insperity into a new era defined in part by the contents of this Corporate Social Responsibility (CSR) report. We are committed to continuing to strengthen our environmental, social, and governance efforts including corporate philanthropic action, intentional employee and client support, investment in wellbeing resources, environmental stewardship and diversity, equity, and inclusion initiatives.

The efforts described in this report are rooted in understanding our people and taking discretionary effort to solve people problems. I am proud of where Insperity stands and excited to see how our influence can grow.

I believe Insperity is ready for the future because we care - not just for the bottom line of our business but also the long-lasting success of our communities. We know what it takes, and we are here to rise to the challenge.

We’re here to be HR that makes a difference™.

Paul J. Sarvadi
Chairman and CEO

Caring for co-workers

Giving their time

Insperty's hardship bank is the gift of time.

Insperty maintains a hardship bank where corporate employees can donate paid time off hours to benefit other employees who may need to take a leave of absence due to unexpected life events.

In 2021



455

employees donated 15,628 hours to the hardship bank



60

employees benefitted from the hardship bank

Giving their resources

The Insperty Fund is a corporate employee benevolence program established to provide financial assistance to employees when they face challenging circumstances in their personal lives.

This fund gives employees a way to help each other when immediate needs arise.

Storm damage repairs, monumental medical bills, transformative therapy: the Insperty Fund offers critical support to employees facing life-changing obstacles.

In 2021



\$243,924

was donated by employees to the Insperty Fund



33

corporate employees received assistance from the Insperty Fund

“After so many weeks of feeling overwhelmed, it felt really good to have someone recognize that we needed help. I feel like I belong, and I feel valued.”

Andrea
Insperty employee
Insperty Fund recipient



Community impact

Insperty is a force for philanthropic good in the communities where we live and work.

Our mission is to help businesses succeed so communities prosper. Through volunteerism and community leadership, Insperty encourages all employees to get involved and make a difference in the lives of others.

Insperty's Corporate Citizenship department is comprised of a team of employees dedicated to our volunteer and philanthropy programs. Insperty supports the community through specific awareness initiatives, fundraisers and volunteerism efforts as well as long-term commitments and programs.

Insperty also has a dedicated Volunteer Council comprised of 85 employees across the nation. Established in 2001, the council represents Insperty's volunteerism efforts around the country. Here are the 2021 results:

- 382 volunteer activities hosted totaling 4,966 volunteer hours
- 1,238 employees participated in volunteer events arranged by the Volunteer Council

For over two decades, we have offered employees the benefit of quarterly paid volunteer time off, which is separate from regular paid time off. In 2021:

72%

of new employees said that our commitment to communities was a motivating factor for joining Insperty.



54%

of corporate employees used their volunteer paid time off to participate in community involvement activities.



Corporate employees at our 80+ locations contributed **42,460 volunteer hours** – that's nearly 12 hours per corporate employee and more than \$1.6 million in philanthropic action.

In 2021, Insperty's philanthropic activity totaled more than **\$4.1 million**. This includes monetary contributions (various grants and matching gifts), in-kind donations (such as equipment) and the value of volunteerism (calculated by multiplying reported volunteer hours by average hourly wage).

Insperty also assists more than 955 nonprofit clients with their HR functions. By alleviating their HR burdens, we enable our clients to devote more of their time and resources to their causes that benefit our communities.

To learn more about our Corporate Citizenship efforts and programs, please visit <https://www.insperity.com/corporate-citizenship>

Employee experience

Insperty strives to create a culture where corporate employees gain a greater sense of purpose and value performance.

Insperty had approximately **3,600** employees as of Dec. 31, 2021

82 employees recognized as Insperty MVPs

Employee recognition: Employees are recognized through the Insperty MVP (Mission. Values. Performance.) program which commends employees for exceptional performance as well as philanthropic work.

657 new employees joined Insperty in 2021

7.17 years average employee tenure, well above the U.S. Bureau of Labor Statistics average of 4.1 years

Employee satisfaction: Insperty is a repeat American Business Awards® Stevie® award recipient for Employer of the Year in Business Services, HR Technology Solution Provider of the Year and more. We have been voted one of the Best Places to Work more than 150 times in markets nationwide.

Employee training: We offer training for employees on a variety of topics including health and safety, human rights, non-discrimination and harassment, information security, data privacy and more. We also offer leadership development programs.

Employee input: Insperty utilizes various strategies to listen to employees in order to gain perspective from all levels of the organization. Historically, corporate culture surveys were used to gather information and to help formulate employee engagement strategies. In 2021, Insperty identified an enhanced and in-depth listening process to capture both qualitative and quantitative feedback. In partnership with employees, we will utilize this information to further develop and elevate Insperty's employee experience.

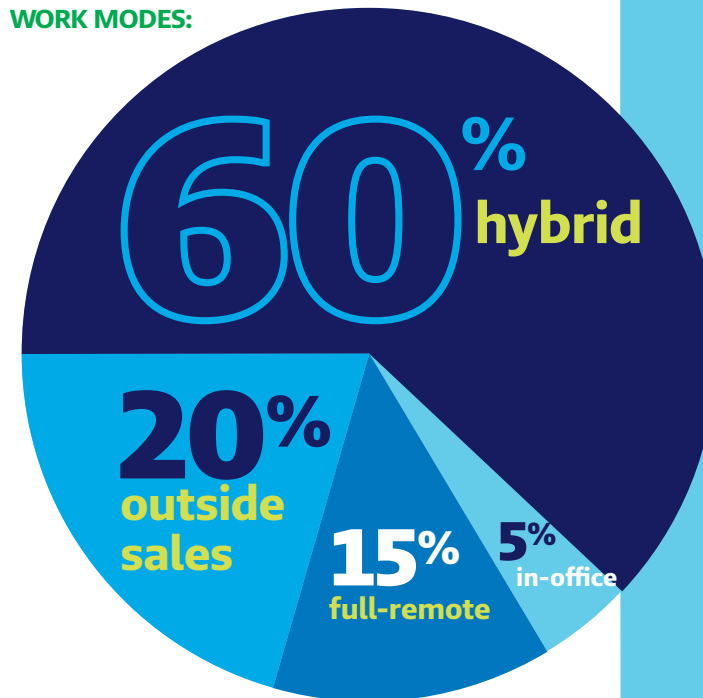
WORK-LIFE BALANCE

At Insperty, work-life balance is an important aspect of our culture. We want to ensure that our employees have flexibility in the workday to take care of themselves and their families, balancing time and energy in a way that promotes employee wellbeing and helps grow the company.

We gained valuable insight and understanding into the resiliency of our people and our culture as a result of the virtual work environment established during the COVID-19 pandemic. These insights, coupled with input from our employees, led to the establishment of Insperty's Flexible Work Program in 2021.

The Flexible Work Program was designed to meet the needs of the business and combine the best of in-office and at-home working. It consists of remote, in-office and hybrid work modes tailored for every role in the company, along with departmental workforce operating plans to help our teams successfully function in a flexible work environment moving forward. Our solution fits the unique needs of our employees while focusing on collaborative relationships, fostering our culture and continuing to emphasize business results.

WORK MODES:



“As a working mother, I often face the day-to-day challenge of 'doing it all'. Having flexibility at work allows me to complete my work duties and have time for myself and my family. After 10 years in the corporate world, I feel like I am finally in a place where I actually have a balanced work-life relationship.”

Erin
Insperty employee



Diverse individuals with a common purpose

“When a deep sense of appreciation for every individual is nurtured and woven into the fabric of the company, it results in connection and a true sense of belonging.”

Paul J. Sarvadi
Chairman and CEO
Insperity

Insperity’s goal is to create an inclusive work environment where employees of all backgrounds value and appreciate each other - a culture by design. We believe that a values-based, culture-driven, people-centric methodology is the best way to achieve our unique diversity, equity and inclusion (DE&I) objectives.

In 2021, we created a DE&I-focused task force of employees from various business units and locations across the country. This group guides Insperity’s DE&I efforts by providing a diversity of thought that fosters connections and creates community rooted in our shared company values.

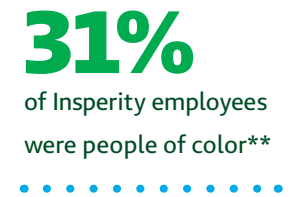
This task force periodically meets with members of our executive team to recommend initiatives to further Insperity’s DE&I objectives. The task force collected and analyzed information from Insperity employees, clients and DE&I consultants to provide recommended changes to the company holiday schedule and awareness initiatives. We continue to engage in corporate reflection, deliberate learning and intentional change around this topic.

KEY BENCHMARKS

Insperity conducted a current state of DE&I analysis with a leading international consultant to evaluate the processes that most impact the demographic diversity of our organization.

We remain committed to recruiting, hiring and promoting employees with diverse backgrounds and perspectives at all levels within our organization and we strive to ensure that all employees have access to opportunities for growth and development.

Here’s where we stood in 2021 based on our employee population:



*Leaders are supervisors and above.

**People of color are employees who identify as Hispanic, Black or African American, Asian, Native Hawaiian, American Indian, Alaskan or Mixed Race.

DE&I services for clients

Just as Insperity’s DE&I strategy is unique, our clients also have unique needs. That’s why our team of DE&I consultants – with more than 60 years of experience combined – are committed to providing holistic guidance and support to our clients on all aspects of DE&I. Insperity is a leader in identifying areas of improvement, providing guidance for best practices and developing strategic DE&I plans that are customized to our clients to help them achieve their DE&I goals.

An investment in wellbeing

As a leading provider of human resources and business performance solutions, we are committed to the health and welfare of our employees and our clients.

In addition to competitive compensation and a generous paid time off policy, we provide our employees with a full spectrum of benefits and additional perks to make career fulfillment and work-life balance possible. This includes employer-sponsored health insurance options from well-known, nationwide carriers, health savings account (HSA) or flexible spending account (FSA) options and 401(k) retirement plans with a matching component. For a full list of benefits and perks, visit <https://careers.insperity.com/employee-benefits/>.

We recognize that the past two years have been challenging in so many ways. As we listened to our employees, we took stock of our wellbeing programs and resources and made several enhancements to better care for the Insperity community. When times were tough, we promoted these services to ensure the tools were easily accessible to both employees and clients.

- Published “Wellbeing on Demand” guides about how to access company-sponsored programs for physical, emotional, financial, social and professional health support, which received more than 2 million total views
- Launched a wellbeing benefit brochure for clients to showcase all types of Employee Assistance Program support in one central location
- Created a guide for easy access to counseling benefits
- Updated the Insperity Premier™ platform, our client-focused portal, with more than a dozen unique pages focused on wellbeing topics
- Provided corporate employees with access to an exclusive group with wellbeing information such as caregiver support resources and benefits

In 2021, Employee Assistance Program use increased by **41%**



Cybersecurity matters

Insperity’s business is fueled by our ability to protect the data entrusted to us. We follow industry best practices to maintain a defense-in-depth security approach that protects client information.

We routinely review our information security and information privacy practices to help ensure we meet our business requirements and client expectations.

By employing stringent information security and privacy protocols, Insperity is a trusted partner for our small and midsize businesses. Please visit [Insperity's website](#) for more information.

Insperity is committed to providing a safe, secure and comfortable work environment for our employees and clients. Our Code of Business Conduct and Ethics requires attention to workplace safety, and we further detail our safety policies in our Employee Handbook, which is accessible to all employees through our intranet. We also require our employees to complete annual training to reinforce our policies on workplace safety.

A safe workplace allows for a productive workplace. That’s why Insperity’s dedicated Safety Services team provides on-demand safety training resources to serve both clients and employees. Without Insperity, many of our small business clients would not have had access to the level of safety services that we provide.



Workplace safety

In 2021

.....
865

unique clients used Insperity’s self-paced and instructor-led safety training courses

.....
282

client employees participated in safety outreach training

.....
234

safety training courses for Insperity managers and supervisors

.....
12

safety newsletters shared with clients

Protecting the environment

ENVIRONMENTAL POLICY

Our headquarters are located in an area of greater Houston known as the “Livable Forest.” We recognize the importance of the environment and seek to preserve it. Insperty is committed to conducting business in an environmentally responsible manner, which includes understanding and managing our environmental impacts and risks and improving our enterprise-wide environmental footprint. To date, we have implemented various programs and initiatives to reduce our environmental impact and will continue to implement environmentally responsible business practices across all Insperty operations. As we further assess our enterprise-wide environmental footprint, we are coordinating with multiple leasing partners and vendors to better understand our energy use, waste management and business travel.

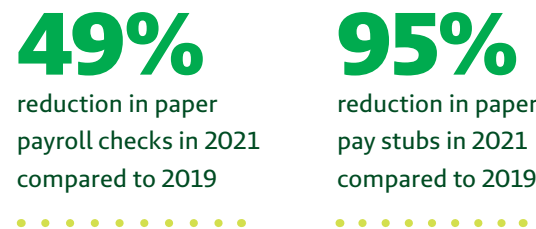
RESULTS OF CERTAIN ENVIRONMENTAL INITIATIVES

VOLUNTEER PROJECTS

Every year, our employees engage in multiple clean-up and restoration projects to enhance the neighborhoods we call home. In 2021 alone, Insperty employees worked with more than 10 different charitable organizations in communities across the country to participate in more than 20 planned activities to improve the environment. Our volunteers engage by cleaning up trash in urban and nature areas, planting trees or donating money to plant trees, collecting plastic bags to recycle and more.

PAPER CONSERVATION

As part of our ongoing efforts to manage our environmental impacts, starting in 2019, we increased our efforts to encourage our corporate and worksite employees to opt out of receiving paper paychecks. The total number of paper payroll checks and paper pay stubs that we mailed to employees in 2021 reflected a significant decrease from prior years:



In 2021, we recycled **394,526 pounds of paper** through our conservation efforts.

Our recycling efforts are the equivalent of saving:

- 3,354 trees
- 74,960 gallons of oil
- 1.38M gallons of water
- 592 cubic yards of landfill space

ENVIRONMENTAL RISKS AND PRIORITIES

Insperty provides an array of human resources and business solutions designed to help improve business performance.

As a professional services company, we continue to identify, understand and manage environmental risks and opportunities that impact our business and inform our corporate social responsibility strategy. Although the environmental footprint of our products and services, facilities and supply chain is relatively small, we recognize the importance to our communities of understanding and managing the impact that our business and operations have on the environment.

AREAS WHERE OUR BUSINESS AND OPERATIONS HAVE AN ENVIRONMENTAL IMPACT

Energy consumption and carbon emissions -

As of Dec. 31, 2021, we operated out of approximately 80 facilities across the country comprised of commercial office space and data centers. These offices require energy to power the facilities and office equipment within each location, as well as associated emissions.

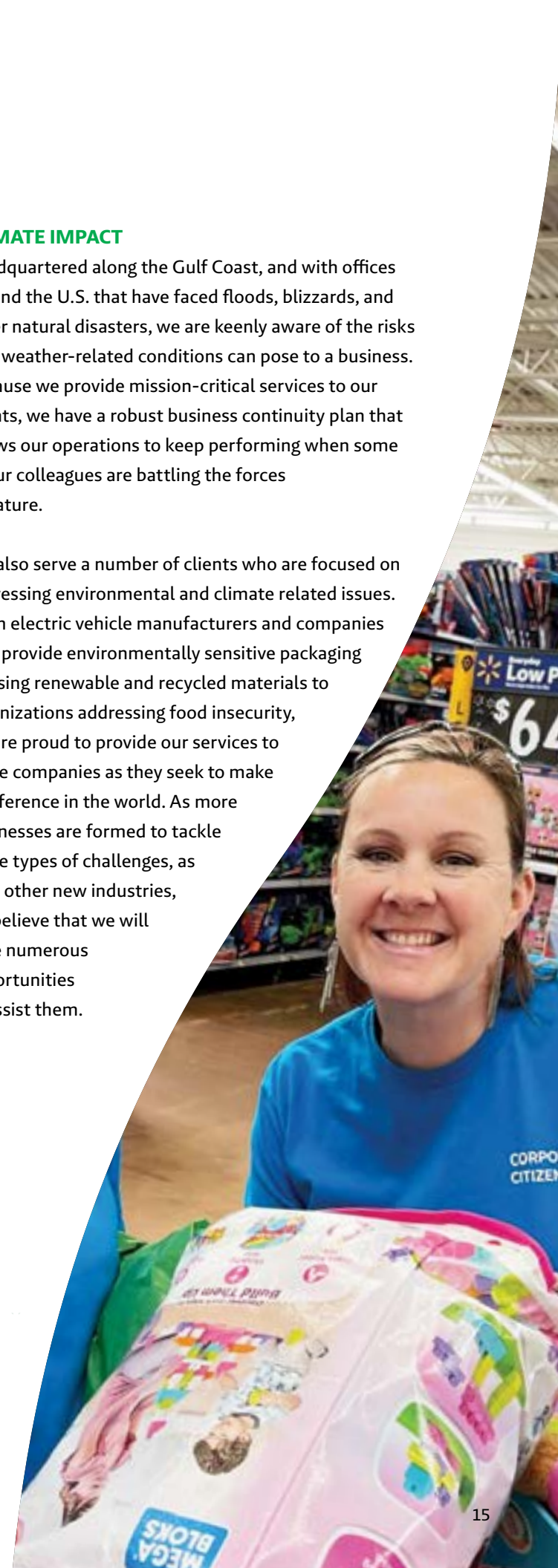
Business travel - Air travel is a necessary part of conducting business at Insperty. It is important that our executives, Business Performance Advisors and operational representatives travel to market, sell and also deliver our services.

Waste - Based on the nature of our work, our business operations do not require the use of, and Insperty does not generate, any hazardous materials, and we do not manufacture products. However, we do consume office supplies and equipment at the offices we operate throughout the United States, including our corporate headquarters.

CLIMATE IMPACT

Headquartered along the Gulf Coast, and with offices around the U.S. that have faced floods, blizzards, and other natural disasters, we are keenly aware of the risks that weather-related conditions can pose to a business. Because we provide mission-critical services to our clients, we have a robust business continuity plan that allows our operations to keep performing when some of our colleagues are battling the forces of nature.

We also serve a number of clients who are focused on addressing environmental and climate related issues. From electric vehicle manufacturers and companies that provide environmentally sensitive packaging by using renewable and recycled materials to organizations addressing food insecurity, we are proud to provide our services to these companies as they seek to make a difference in the world. As more businesses are formed to tackle these types of challenges, as with other new industries, we believe that we will have numerous opportunities to assist them.





ENVIRONMENTAL PROGRAMS AND INITIATIVES IMPLEMENTED BY INSPIRITY FOCUS ON A VARIETY OF AREAS

Green buildings - Prioritize energy efficient, healthy buildings for our employees and community. An example of such an initiative is the construction of our new LEED-certified 270,000 square foot office facility at our corporate headquarters. The Leadership in Energy and Environmental Design (LEED) certification means the workplace will be internationally recognized as healthy, highly efficient, cost effective and green.

Energy efficiency - Manage and reduce our energy consumption at a facilities level and identify and purchase energy efficient technology.

Recycling - Minimize our paper waste, as well as a widespread paper recycling program and electronic waste management program that prioritizes reusing and recycling of equipment once it reaches the end of its internal lifecycle.

Reporting - Increase transparency about our environmental footprint to improve our environmental performance and further meet stakeholders' expectations for disclosure.

IN 2021, AT OUR CORPORATE HEADQUARTERS:

8.25

million kilowatt-hours of total energy use (electricity only)



8.07

million gallons of total water use



Environmental commitments, programs and initiatives are generally reviewed and revised by the Corporate Facilities department on a regular basis, and the department has day-to-day responsibility for implementation. This department reports to our CFO, and our Finance, Risk Management and Audit Committee of our board of directors oversees risks relating to environmental matters.

Human rights policy

Consistent with our values and our Code of Business Conduct and Ethics (our Code), Inspirity recognizes the important responsibility we have to respect human rights as we help businesses succeed so communities prosper. Potential violations of our Code require review by our general counsel or by the Finance, Risk Management and Audit Committee of our board of directors. We maintain an anonymous reporting tool to ensure that our employees always feel comfortable reporting their concerns.

Inspirity's policy is to be a good corporate citizen. Wherever we do business, each of us is required to comply with applicable human rights laws, rules and regulations. This means following the spirit of the law and doing the right, ethical thing even when the law is not specific.

Our Code contains a policy on Equal Employment Opportunity and Prohibition Against Harassment, which is further detailed in our Employee Handbook, which our employees acknowledge and can access through our intranet. All employees receive annual training on these policies.

Our commitment to human rights is further exemplified through the services that we provide to our clients. As a leading provider of human resources and business performance solutions, we regularly advise our clients, some of whom are also our suppliers, regarding best practices and compliance with equal employment opportunity and non-discrimination laws.

We support and respect human rights as expressed in the Universal Declaration of Human Rights.

To that end, we strive to respect human rights throughout our operations, products and services, including consistent treatment among people, employee well-being, and safety and economic and social freedom. We focus on areas of our business where we have the greatest impact and are committed to:

- Equal opportunity and non-tolerance of discrimination in recruitment, hiring, promotion, training, or benefits

- Protection of minority groups' rights and women's rights
- Eliminating human trafficking, slavery, servitude and forced or compulsory labor
- Abolishing child labor
- Non-tolerance of, and vigorous enforcement against, all forms of harassment and abusive behavior
- Respecting the right of our employees to form and to freely join (or not join) legally constituted representative bodies, and working in good faith with them
- Health, safety and security
- Data privacy
- Anti-corruption



Insperty CSR Report content index

The CSR Report context index is a tool to help stakeholders better access Insperty's environmental, social and governance information.

GENERAL DISCLOSURES

DISCLOSURE	GRI STANDARD	INSPERTY RESPONSE, PAGE OR LINK
Name of the organization	102-1	Insperty, Inc.
Activities, brands, products and services	102-2	We provide an array of human resources (HR) and business solutions designed to help improve business performance. Our most comprehensive HR services offerings are provided through our Workforce Optimization [®] and Workforce Synchronization [™] offerings (together, our PEO HR outsourcing solutions), which encompass a broad range of human resources functions, including payroll and employment administration, employee benefits, workers' compensation, government compliance, performance management and training and development services, along with our cloud-based human capital management platform, Insperty Premier [™] . Additional information can be found in the Annual Report .
Location of headquarters	102-3	19001 Crescent Springs Dr. Kingwood, Texas 77339-3802
Location of operations	102-4	As of Dec. 31, 2021, we operated out of approximately 80 facilities across the country comprised of commercial office space and data centers.
Ownership and legal form	102-5	Annual Report
Markets served	102-6	Annual Report
Scale of the organization	102-7	Annual Report
Information on employees and other workers	102-8	As of Dec. 31, 2021, we had approximately 3,600 corporate employees. Additional information can be found in the Annual Report .
Membership of Associations	102-13	NAPEO
A statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy for addressing sustainability	102-14	CSR Report: p. 2-3
Values, principles, standards and norms of behavior	102-16	Code of Conduct - Introduction
Mechanisms for advice and concerns about ethics	102-17	Code of Conduct
Governance structure	102-18	Annual Report
Highest governance body's role in sustainability reporting	102-32	The Senior Vice President of Corporate Human Resources reviews and approves the CSR report.

DISCLOSURE	GRI STANDARD	INSPERTY RESPONSE, PAGE OR LINK
Remuneration policies	102-35	Proxy Statement
Process for determining remuneration	102-36	Proxy Statement
Stakeholders' involvement in remuneration	102-37	Proxy Statement
Reporting period	102-50	Jan. 1, 2021 - Dec. 31, 2021
Date of most recent report	102-51	April 21, 2022
Reporting cycle	102-52	Annually
Contact point for questions regarding the report	102-53	Executive director of Corporate Citizenship, Corinn Price corporate.citizenship@insperty.com
GRI content index	102-55	Insperty has reported the information cited in this GRI content index for the period from Jan. 1, 2021 to Dec. 31, 2021 with reference to the GRI Standards.

ECONOMIC DISCLOSURES

DISCLOSURE	GRI STANDARD	INSPERTY RESPONSE, PAGE OR LINK
Communication and training about anti-corruption policies and procedures	205-2	All employees review and certify they understand and agree to the Code, including anti-corruption policies and procedures, on an annual basis. As further outlined in the Code, each employee is expected to promptly report any suspected or actual violations of the Code, any applicable law, rule or regulation, our contractual undertakings or any other unethical behavior to their immediate manager, their management team member, the general counsel, the finance, risk management and audit committee, or to Ethicspoint. Additional information can be found in the Code of Conduct .

ENVIRONMENTAL DISCLOSURES

DISCLOSURE	GRI STANDARD	INSPERTY RESPONSE, PAGE OR LINK
Identifying and managing environmental impacts	102-29	Environmental Risk and Policy Statement CSR Report: p. 15
Recycled input materials used	301	CSR Report: p. 14-15

SOCIAL DISCLOSURES

DISCLOSURE	GRI STANDARD	INSPERTY RESPONSE, PAGE OR LINK
Identifying and managing human rights	102-29	Human Rights Policy Statement. CSR Report: p. 17
Occupational health and safety	403	CSR Report: p. 12-13
Employee training	404	CSR Report: p. 8-9
Operations with local community engagement, impact assessments and development programs	413-1	CSR Report: p. 4-7
Political contributions	415	Code of Conduct - Public Service
Substantiated complaints regarding breaches of customer privacy and losses of customer data	418	Privacy Policy

