

Scope

This Environmental Policy applies to all Paychex operations and employees, regardless of their position, employment status, or geographical location. This includes all organizational levels from entry-level positions to executive management; full-time and part-time employees; contract and temporary workers; and remote and on-site staff.

Purpose

Paychex is a provider of integrated human capital management solutions for human resources, payroll, benefits, and insurance services. As a technology and software services provider, our key environmental impact lies in greenhouse gas emissions, energy consumption, resource consumption, and waste management.

Paychex is committed to managing environmental impact as an integral part of our operations.

We will do so by adhering to the following principles:

- We will comply with applicable environmental laws. We will employ management systems and procedures specifically designed to improve the efficiency of use of energy and other resources, reduce greenhouse gas emissions, enable recycling and reuse of materials, minimize the generation of waste, and increase recycling of waste generated in our operations.
- We will continually seek opportunities to improve our environmental performance by establishing objectives and targets, measuring progress, and reporting our performance.
- We will promote participation and communicate our commitment to responsible environmental management by promoting environmental responsibility among our stakeholders, including shareholders, employees, customers, suppliers, and vendors.

Related Paychex Policies:

- [Paychex Human Rights Policy](#)
- [Paychex Code of Business Ethics and Conduct](#)
- [Paychex Third Party Code of Conduct](#)