

# Corporate Social Responsibility

Presented by Aerotek<sup>®</sup> Inc.



# Statement of Corporate Social Responsibility

At Aerotek, *Corporate Social Responsibility* is an integral part of our purpose as a company and is reflected in Aerotek's vision, mission and values.

Aerotek's vision, mission and values apply to all of our business operations in every environment and market we serve. It is our obligation to put the best interests of our employees, customers, communities and environment at the forefront of Aerotek's strategies and goals. We are committed to providing the highest level of service and upholding our values and ethical standards in all of our corporate activities.

## **Vision**

Aerotek is a team of driven, hard working, diverse individuals with strong character, building a company of which we can be proud. We achieve greatness through no tolerance for mediocrity. We expect individual ownership and reward personal investment in Aerotek's success.

## **Mission**

We provide great people and personalized staffing services to value-focused companies. Our mission is to help our customers achieve their full potential as we achieve our own.

## **Values**

- Drive for Results
- Customer Focus
- Integrity and Trust
- Self Development
- Valuing Diversity

Aerotek is a leading provider of technical, professional and industrial recruiting and staffing services. Established in 1983, Aerotek is a privately owned company with more than 150 integrated offices throughout the United States, Canada and Europe. We are a non-franchised organization, allowing us to provide each customer with local support and international coordination.

Aerotek is made up of distinct service lines, each providing a specific set of staffing services:

Aerotek Automotive<sup>®</sup>  
Aerotek Aviation<sup>®</sup> LLC  
Aerotek CE<sup>®</sup>  
Aerotek Commercial Staffing<sup>®</sup>  
Aerotek E&E<sup>®</sup>  
Aerotek Energy Services<sup>®</sup>  
Aerotek Professional Services<sup>®</sup>  
Aerotek Scientific<sup>®</sup> LLC

Aerotek is an operating company within Allegis Group, the largest staffing company in the United States with sales of \$5.7 billion in 2008 and a network of more than 250 offices globally.

Allegis Group is comprised of several operating companies that Aerotek can partner with to effectively cover the entire spectrum of occupations, from laborers to skilled professionals.



**Aerotek<sup>®</sup>, Inc.**  
Technical, Professional and Industrial Staffing Services



**TEKsystems<sup>®</sup>, Inc.**  
Infrastructure, Applications, Communications & Component Services



**MarketSource<sup>®</sup>**  
Integrated Sales and Marketing Services



**Stephen James Associates<sup>SM</sup>**  
Financial and Accounting Staffing Services



**Allegis Group Services<sup>®</sup>, Inc.**  
Human Capital Management Solutions



**Major, Lindsey & Africa**  
Attorney Search Consultants

# Charitable Programs & Organizations

## Aerotek's Community Outreach Program

Established in November 2006, Aerotek's Community Outreach Program provides the structure for Aerotek to implement consistent community involvement throughout all of our offices. We have formed the Community Outreach Council, comprised of Aerotek employees who implement, organize and manage the program.

As a company, Aerotek has been involved in many charitable organizations and programs through involvement by our local offices. The goal of Aerotek's Community Outreach Program is to build a strong partnership with several key organizations and provide local involvement and national sponsorship for our community partners.

The Community Outreach Council will make every effort to uphold the following Mission Statement:

*"To positively impact Aerotek and our communities by promoting involvement and implementing outreach initiatives on a local and national level that align with Aerotek's Diversity Philosophy."*

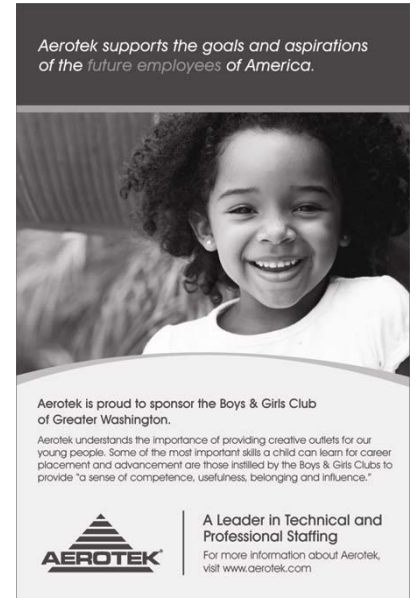
### Aerotek's Volunteer Organizations

The Community Outreach Council has selected three major organizations as suggestions for Aerotek's local offices to participate in by providing financial resources and time allotment:

#### ***National / Regional / Local Organizations:***

##### Boys & Girls Clubs of America

This program enables young people, especially those in most need, to reach their full potential as productive, caring, responsible citizens.



# Charitable Programs & Organizations



## Ronald McDonald House Charities

The Ronald McDonald House Charities creates, finds and supports programs that directly improve the health and well being of children.



Until Every One Comes Home.®

## United Services Organization (USO)

The USO is a private, nonprofit organization whose mission is to support the troops by providing morale, welfare and recreation-type services to our men and women in uniform.



## Special Olympics

Special Olympics' mission is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

## **Legacy Partner for the Special Olympics of Maryland (SOMD)**

Aerotek is proud to be a Legacy Partner for the Special Olympics of Maryland, which allows us to sponsor events several times a year. We encourage our employees to volunteer at events such as the Special Olympics Summer Games and the Polar Bear Plunge.

As the founding sponsor of the Polar Bear Plunge, Aerotek employees donate their time, money and volunteer efforts to support SOMD.



# Charitable Programs & Organizations

## The Allegis Group Foundation

The Allegis Group Foundation's primary mission is to assist employees with volunteering in their community by providing financial aid for eligible organizations. Allegis Group allots a minimum of \$1 million to charitable organizations every year. Charitable donations often exceed the amount allotted and Allegis Group can be counted on to provide additional charitable support in times of natural disasters.

Some of the major charities Allegis Group sponsors include:

- American Cancer Society
- Leukemia & Lymphoma Society
- American Red Cross
- Boy Scouts of America
- CollegeBound Foundation
- Susan G. Komen Foundation

The Allegis Group Foundation also supports charities that have a special meaning to our employees. Allegis Group matches up to \$1,000 of what an internal employee may raise for a walk, run, bike ride, etc. to support their charity.



# Valuing Diversity

*"Our initiative is to create a high level of awareness and education around all aspects of diversity, including diversity of thought."* - Vinay Nayak, Diversity Board Chairperson.

Diversity Careers Magazine – Dec. '08



Aerotek is committed to developing a workforce that is diverse, inclusive and representative of the communities in which we reside. **Valuing Diversity**, a core value of Aerotek, impacts how we service our customers, how we recruit candidates and how we become better corporate citizens.

Aerotek's commitment to diversity focuses on:

- Recruiting Candidates
- Supplier Diversity
- Diversity Awareness

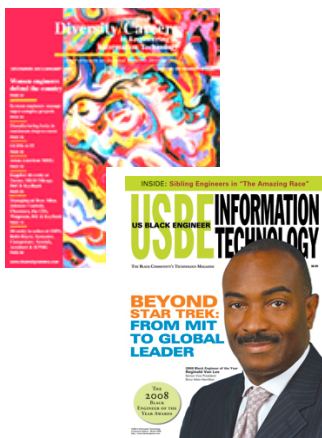
Aerotek strives to create a diverse workforce, both internally and externally, so that we can deliver the best service, the best ideas and the best people to our customers. Our diversity initiative, Diversus promotes an environment where respect for all is the standard and our differences enrich our company.

At Aerotek we have developed a variety of initiatives and programs to promote diversity awareness and inclusion:

## Recruiting Candidates

Aerotek uses a multi-channel approach, tapping daily into both traditional and creative recruiting sources. Aerotek recruits from a wide variety of diverse sources to continuously seek out the best talent, benchmark best practices and be as creative as possible in meeting both our internal hiring needs and our client's business goals.

We generate a pipeline of diverse candidates through targeted Web sites and publications including US Black Engineer, US Hispanic Engineer and Diversity Careers Magazine. We partner with colleges and universities and participate with various organizations such as Advancing Minorities Interest in Engineering (AMIE) and Historically Black Colleges and Universities (HBCUs). Our workforce is diverse because our recruiting strategy encourages all types of people to work for Aerotek.



# Valuing Diversity

## Supplier Diversity

Aerotek strives to deliver the best service, the best ideas and the best people to our customers.

## Most Valued Partner (MVP) Program

Through our MVP program, Aerotek and a Preferred Partner Network of diverse suppliers provide staffing and related services to help meet our client's minority spend goals.

Our Preferred Partners include minority, women-owned, small disadvantaged (8A), Historically Underutilized Business Zone (HUBZone) firms, American and Alaskan native owned and service disabled veteran owned companies.



## Valuing Diversity Is About ...



## Employee Awareness

Aerotek fosters an environment where respect for all is the standard and each person's differences enrich our company. Aerotek involves every employee in an effort to raise diversity awareness. We provide workshops to internal employees to establish a culture where employees value diversity of thought and perspective.

All Aerotek internal employees attend a full-day diversity workshop while a selected cross-section of associates attend a comprehensive Diversity Champion program. Through this program our Diversity Champions learn how to serve as role models and gain the tools to help promote a continued appreciation for diversity throughout the company.

# Equal Employment Opportunity

## EEO Statement of Policy

This statement is to affirm Aerotek's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

Aerotek will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

Aerotek will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: Hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Aerotek will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Aerotek fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Aerotek will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. An employee of this organization, or subcontractor to this employer, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, will be subject to appropriate legal sanctions.

At Aerotek, we strive to protect the environment through established recycling programs, recycled office supplies and energy-efficient technology. We have contracted with Shred-it, an on-site document destruction company that provides paper shredding, disposal and recycling programs. Shred-it provides an Environmental Certificate each year that indicates the number of trees saved as a result of their shredding service. Aerotek also purchases recycled and environmentally friendly products through our office supply vendor.

All of Aerotek's laptops and LCD-panel monitors that we provide to our internal employees are Energy Star compliant. Approximately 75% of our employees work off of these laptops, and the remaining employees use desktops that are equipped with the Energy Star compliant LCD monitors. TEKsystems, our affiliate, owns a computer refurbishing company that recycles computer parts and eliminates waste.



### ***Allegis Group Green Initiative***

The *Allegis Group Green Initiative* has been launched at the corporate campus and will roll out company-wide in the future.

The initiative includes the following:

- 1) Recycling of cans, bottles and paper in our three corporate buildings.
- 2) Eliminating the use of Styrofoam cups.
- 3) Reducing paper consumption by printing on both sides of the page when practical.

Employees are provided with educational material on how they can do their personal part to reduce energy consumption and be more environmentally responsible.

# Disaster Clean-up

When a natural disaster occurs, both government and private organizations rely on Aerotek to provide resources and personnel to support clean-up and rebuilding efforts. We are continuously preparing for the onset of environmental emergencies by having dedicated response teams available to establish staffing operations within 48 hours of re-entry into the area.

Regardless of where a disaster takes place, Aerotek's recruiters quickly familiarize themselves with the available talent pool. Aerotek works from our closest local office or sets up a mobile command center if our office is no longer operational.

Aerotek also has the ability to recruit candidates from other areas of the country when the local talent pool is not enough. Aerotek has formed partnerships with some of our leading customers to assist with disaster recovery efforts from hurricanes, oil spills and other natural disasters. Aerotek's proven ability to locate qualified employees in support of large, clean-up projects includes:

# Awards & Recognition

## **Accolades:**

Best Diversity Company 2008, *Diversity Careers magazine*

Pinnacle Award for Supplier Excellence 2008, *Delphi*

Top Supporter of Historically Black Colleges and Universities 2009  
and Most Admired Company 2007, *U.S. Black Engineer & Information  
Technology magazine*

Diversity Trailblazer Award 2007, *Black Engineer of the Year Awards*

## **Diversity efforts:**

Most Valued Partner (MVP) Program

Active sponsor of Black Engineer of the Year Awards (BEYA)

## **Philanthropy:**

Boys & Girls Clubs of America

Ronald McDonald House Charities

United Services Organization (USO)

Special Olympics

- Legacy Partner of Special Olympics of Maryland (SOMD)

*Countless local and regional efforts and sponsorships*