Community Starts From Within
A Message From Our CEO

In 2012, our more than 2,000 corporate Insperity employees answered the call to community involvement in a major way.

With more than 50,000 volunteer hours recorded in 2012, we have invested more than $1.4 million in philanthropic action to benefit nonprofit and charitable organizations throughout the nation. More than 90 percent of Insperity employees participated in community involvement activities, exemplifying our company values and corporate culture in both their personal and professional lifestyles. Additionally, through our corporate volunteer activities, financial investments and conservation initiatives, we’ve made significant strides in strengthening our communities.

The Insperity Corporate Social Responsibility Report highlights our 2012 performance in four key areas – community and philanthropy, employee health and well-being, safety and security, and the environment – and demonstrates our commitment to our clients, employees and local communities.

Since its inception 27 years ago, Insperity has actively supported the communities in which our clients and employees live in a variety of ways. Extending beyond our four local key areas of focus, we also think globally. Through green initiatives, such as resource conservation and recycling programs, we’ve significantly reduced our impact on the planet while simultaneously increasing our efficiency as an organization and maintaining an environmentally friendly workplace.

As our employees continue to give back to communities, we will continue to extend resources for Insperity employees to reach their full potential. After all, Insperity corporate employees are our greatest resource and it is my goal for each Insperity employee to have every opportunity to fulfill the calling to serve.

Through all of these combined efforts, we have benefited areas beyond the confines of our corporate offices, enriched countless lives and contributed to our reputation as responsible business stewards. I am grateful to the clients and employees who have embraced our philosophy. As we forge ahead, we will continue to live out our mission to help businesses succeed so communities proper.

Sincerely,

Paul J. Sarvadi
Chief Executive Officer and Chairman of the Board
Insperity
>50,000

volunteer hours recorded in 2012

>$1.4 million

in philanthropic action

94% of Insperity employees participated in community involvement activities
Helping to solve the continuing challenges facing our communities remained a priority in 2012, and employees exceeded expectations in remarkable ways.

Last year, Insperity had a record-breaking employee volunteer participation rate of 94 percent, a 17 percent increase over 2011. Employees recorded 50,340 volunteer hours, which totals to $1,464,894 invested in our communities. The company donated approximately $1,339,250 to charitable causes, in addition to $123,349 worth of in-kind donations, for a total philanthropic effort of $2,927,493.

As our organization continues to grow, Insperity will maximize charitable giving and volunteer programs to support the communities where we operate, encouraging all employees to get involved and make a difference in the lives of others.

As a company, we believe so strongly in the value of giving back that we have created several programs for our corporate employees.

“With the help of Insperity, the Humble ISD Education Foundation has equipped our schools with the knowledge, skills and resources to fundraise in a way that is a win-win for both the school and the parents. Gone are the days of asking students to sell cookie dough door to door. Schools have utilized the Insperity Grant Challenge to give parents the opportunity to directly support identified needs at their campus and, in turn, raise significantly more money.”

Jerri Monbaron
Director of Community Development
Humble ISD Education Foundation
$123,349
worth of in-kind donations
Rewarding Volunteerism

To encourage employees in their volunteer efforts, full-time Insperity employees receive up to 12 hours of paid volunteer time per quarter for volunteerism performed during regular business hours. Through the Insperity Volunteer Recognition Award program, employees are recognized for their volunteer efforts on a monthly, quarterly and yearly basis. All award recipients are able to give grants to the nonprofit organization of their choice at three levels: $250 (monthly), $500 (quarterly) and $1,000 (yearly). Furthermore, as a way to truly quantify the value Insperity places on volunteerism, two winners of the “Volunteer of the Year” award are recognized with an all-expenses-paid trip to a tropical destination as a gesture of appreciation for their efforts.

Tripling the Reward of Giving Back

- **Log In for Charity** is Insperity’s simple and easy program to thank corporate employees for volunteering. All an employee needs to do is log in to the tracking system to mark volunteer time. Then each quarter Insperity chooses one employee’s name from the program to receive a $1,000 grant for a charity of their choice. It’s easy, quick and just one more way for Insperity to give back.

- As part of our **Volunteering Pays** program, when an employee volunteers 50 hours in a calendar year for a nonprofit organization, that organization receives a $500 grant. Insperity distributed 40 such grants in 2012.

- With our **Matching Gifts** program, Insperity matches dollar for dollar up to $250 in contributions per employee per year to eligible nonprofit organizations. In 2012, 634 employees participated in the program.
Compassion for Co-workers

Supporting each other does more than fix problems – it rebuilds lives. No one knows when disaster may strike, and when Insperity employees experience a life-altering event, they can turn to the *Insperity Fund* for help. The Fund, which was established for employees and is sustained by employees, received $192,189 in donations in 2012 and came to the aid of 47 employees in their time of need.

In another display of compassion for co-workers, Insperity’s *Hardship Compensation Bank* serves to ease the financial burdens of life events that would otherwise cause an employee to lose all income while away from work. Employees who have used all their accrued paid time off (PTO) in a calendar year and have been approved for leave can request payment from the Bank. The Bank is funded by generous employees across the company who donate their unused PTO at the end of the calendar year to the bank for use by their fellow co-workers. In 2012, 189 employees donated more than 4,400 hours to the Bank and 41 employees benefited from the generosity of their co-workers.

"I am thankful to work for a company that believes so strongly in community involvement that it is part of our mission statement and our values. Volunteering has been part of my entire life; to be able to help others makes my heart extremely happy! YOU can make a difference; reach out and help someone in need!"

Cindi Gossett
Eastern Service Region Administrator and 2012 Insperity Volunteer of the Year
Good corporate citizenship is impossible without positive global citizenship. At Insperity, we believe that businesses can deliver great goods and services and simultaneously reduce the consumption of natural resources. Through multiple green initiatives, Insperity has systems in place that focus on water and energy conservation, waste reduction and recycling.

**Energy Conservation**

Since 2001, Insperity has committed to implementing green renovation projects to reduce resource overconsumption in our corporate headquarters. This focus on energy efficiency included the installation of double-pane windows, irrigation controls, and an energy management system to maximize efficiency for heating, air conditioning and campus lighting. In 2012, we continued to monitor the occupancy and usage of all corporate buildings to ensure heating, air conditioning and lighting schedules were tailored to business requirements, thereby reducing energy consumption. These nationwide environmentally-conscious initiatives have been so successful that the U.S. Green Building Council has recognized Insperity with a combined total of 13 Gold or Silver Leadership in Energy and Environmental Design (LEED) certifications. LEED certification provides independent, third-party verification that a building, home or community was designed and built using strategies aimed at achieving high performance in key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

**Building Bright and Green**

Throughout 2012, Insperity continued our lighting retrofit program to replace wasteful incandescent lighting with LED fixtures to reduce power consumption. LED lamps have replaced all existing downlight fixtures and accent wall washers at Insperity’s corporate office. Each LED Insperity installs reduces wattage from 65 watts to 13.5 watts while providing the same amount of light. Additionally, the incorporation of motion sensors in all our offices have significantly cut down on unneeded lighting usage.

Insperity also makes environmentally friendly choices when furnishing and decorating all its buildings. We commit to green, sustainably designed workspaces using office furniture composed of recycled materials and compliant with LEED standards. We also use paints that are low in volatile organic compounds (voc) in all of our facilities thus reducing the amount of toxins released into the air we breathe.
Reducing Waste Resourcefully

By implementing recycling programs in our everyday operations, Insperity has greatly reduced our waste volume. In 2012, Insperity recycled 24 cubic yards of recyclable materials per week – totaling to an annual amount of 1,250 cubic yards. Other green practices include using certified environmentally preferable products, such as organic fertilizers for landscaping and carpets made from recycled materials.
Investments into building and maintaining a **positive, healthy workforce** are critical to Insperity’s success. We believe that by providing employees access to comprehensive learning and self-improvement programs, they become positioned and empowered to accomplish more in both the community and marketplace.

The potential benefits from employee development are endless, from increased productivity to lowered health costs. In 2012, Insperity employees accessed resources in a variety of formats to educate themselves on ways to improve physically and professionally.

**Tools for Living Smart**

Insperity hosts Lunch and Learn sessions on company-related topics throughout the year to help employees meet their personal and career goals. In 2012, Insperity’s Corporate Human Resources hosted four Lunch and Learns on topics including retirement planning, flexible spending accounts, health savings accounts, employee stock purchase programs and other career development opportunities. Nearly 175 employees participated in the sessions in person, with several more via online webinars.

We are dedicated to using local medical resources and organizations to help our employees stay healthy. Our annual health fair connects our employees with multiple vendors for health screenings and resources to help them accomplish their health goals. In 2012, more than 300 employees attended this event, which featured 37 vendors representing area gyms, nutrition services, physicians, dentists, community hospitals, home health services, nonprofits and nursing facilities.

Investing in our employees’ health includes providing resources to address one of the largest threats to both our organization and the entire nation – **Type 2 diabetes**. This past year, Insperity applied a Medical Loss Ratio rebate from our health benefits provider, UnitedHealthcare®, for a diabetes prevention and management brochure to help raise awareness about the disease.

Insperity additionally offered all employees a **confidential assessment tool** for immediate feedback on their health practices, including their personal health needs and “lifestyle score.” The health risk assessment helps employees learn healthy habits and provides access to health improvement resources.
Fit for Success

Insperity’s commitment to maintaining a healthy workplace includes providing a safe, comfortable environment for employees to perform their duties. When workplace conditions and job responsibilities are not in harmony, the probability for fatigue, pain and injuries increases. At Insperity, we adjust the work environment to fit the employee, using ergonomic evaluations as tools to achieve an improved interface between employees and their work stations. In 2012, we completed 377 workplace ergonomic evaluations at our corporate and client offices and proposed recommendations to reduce ergonomic injury exposures.

“Last year, I experienced my first pregnancy and the farther along I progressed, the farther I got from my keyboard! The ergonomics evaluation I received assisted me in performing my work in a safe and comfortable way.”

Elisa Lange
Account Manager
Insperity
From natural disasters to poor workplace habits, unsafe working conditions pose a potential threat to businesses. By adopting comprehensive safety measures, **Insperity not only fosters a safe workplace, but also minimizes risk and increases employee confidence.** Through government compliance, training and education, we invest in multiple resources to minimize workplace injury and illness and protect our employees’ well-being.

**Training and Education**

Good corporate citizenship includes compliance with regulatory authorities. With this in mind, Insperity offers training for experienced safety consultants that allows them to achieve “authorized instructor” status from the Occupational Safety and Health Administration (OSHA). With this training, safety consultants can teach the **OSHA Outreach Training Sessions**, which last a minimum of 10 hours each, to assist our clients with their OSHA obligations. In 2012, 15 safety consultants achieved the designation of authorized instructor, 16 OSHA outreach courses were conducted for our clients across the country and 192 client company employees received training.

Since managers and supervisors at client locations significantly impact the work environment, ongoing training helps transfer new technology and raise awareness on a consistent basis. In 2012, Insperity conducted 413 **safety training classes** for clients and trained 6,057 employees nationally – an additional 4,764 trainings compared to 2011.
Information Is Key

Each month, Insperity publishes a safety newsletter for our clients with businesses in the light industrial sector. The publication highlights preventative measures and best practices that promote a safe working environment.

The feedback of our clients regarding the safety services we provide is important to help us direct and/or improve our efforts. Insperity conducts client satisfaction reports on a monthly and quarterly basis to monitor our effectiveness in these areas. In 2012, 95 percent of our clients were completely satisfied with our safety services.

6,057 employees took safety training classes in 2012
Managing Mishaps
When accidents happen, Insperity takes action. Our workers' compensation claims department monitors lost time claims with our carrier to facilitate injured employees’ return to work and recovery from work-related injury. During our most recent policy year (Oct. 1, 2011–Sept. 30, 2012), Insperity worked with our carrier and client companies to assist 487 employees recovering from work-related injuries and illnesses back to work. In 2012, 86 clients participated in Insperity’s modified-duty return-to-work program, an initiative dedicated to injured employees who can safely perform productive work as they transition to their normal duties. We credit this to providing injured employees access to a network of quality healthcare providers, open communication with all parties involved and compassion for the employee as they transition back to partial or full duties.

Annually, Insperity clients receive more than 40,000 workers’ compensation certificates. Each certification not only extends quality workers’ compensation coverage, but also identifies the client as an investor in employee-centered safety programs. In 2012, Insperity helped 440 client companies with the placement of workers’ compensation in the states of Ohio, Washington, North Dakota and Wyoming, where coverage is required to be provided exclusively by their respective designated workers’ compensation program.

From 2012 and Beyond
As we look back on 2012, we close a year of tremendous success in the areas of community and philanthropy, employee health and well-being, environment, and workplace safety and security. We experienced growth in participation and impact to the beneficiaries of our efforts. The value of service to individuals, community and environment is fundamental to the success of Insperity, and we endeavor to continue this momentum. It is a privilege to call the communities we serve “home” and those who live there, our “neighbor.”
The mission of Insperity is to help businesses succeed so communities prosper.