



**3702-22-4618 Addendum 1
Cintas Corporation No. 2
Supplier Response**

Event Information

Number: 3702-22-4618 Addendum 1

Title: Workplace Solutions

Type: RFP - Request for Proposal

Issue Date: 11/3/2022

Deadline: 12/20/2022 02:00 PM (CT)

Notes:

The University of Nebraska (NU) seeks proposals from eligible Vendors for Facilities Workplace Solutions.

Contact Information

Contact: University of Nebraska

Address: Procurement Services

1700 Y Street

Lincoln, NE 68588-0645

Email: ebid@nebraska.edu

Cintas Corporation No. 2 Information

Contact: Brian Manning
Address: 1601 N. 24th Street
Omaha, NE 68110
Phone: (402) 734-3428
Fax: (402) 734-0288
Email: manningb@cintas.com
Web Address: www.cintas.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Ryan Duncan

Signature

duncanr@cintas.com

Email

Submitted at 12/20/2022 01:18:11 PM (CT)

Requested Attachments

Attribute 4: Response to Attachment A - OMNIA Partners Attachment A Solicitation Attachment (Final).DOCX Response for National Cooperative

I acknowledge reading and understanding Attachment A - OMNIA Partners Requirements for National Cooperative Contract.

a) Include a detailed response to Attachment A, Exhibit A, OMNIA Partners Response for National Cooperative contract in the Response Attachments Tab. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to OMNIA Partners.

Attribute 4: Attachment A, Exhibit B exceptions - OMNIA Partners Response for National Cooperative Exhibit B.docx

The successful offeror will be required to sign Attachment A, Exhibit B, OMNIA Partners Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the OMNIA Partners Administration Agreement.

Attribute 4: Attachment A, Exhibit F - OMNIA Partners Response for National Cooperative Exhibit F.docx

Exhibit F: Federal Funds Certifications

Attribute 4: Attachment A, Exhibit G - OMNIA Partners Response for National Cooperative Exhibit G.docx

Exhibit G: New Jersey Business Compliance

Attribute 22 - Additional Agreement(s) No response

If a Bidder requires additional agreement(s), a copy of the proposed agreement must be included with their proposal.

Attribute 31 - Product Offering General Requirements Attribute 31.docx

Using Attachment B (Pricing Sheet), provide a detailed response to each requirement, describing how your offer will meet the General Requirements of this RFP for NU and the national program. Please attach your response in the Response Attachments tab.

3702-22-4618 Workplace Solutions Equipment Detail & Pricing Spreadsheet Workplace Solutions RFP Pricing Sheet.xlsx

3702-22-4618 Workplace Solutions Equipment Detail & Pricing Spreadsheet. A completed copy shall be attached in the Response Attachments Tab.

Workplace Solutions Alternative Pricing Sheet

Response Attachments

Cintas_2021_ESGReport.pdf

Environment, Social and Governance Report

FY 22 Education Lookbook.pdf

Education Segment Lookbook

Employee Partner Org Chart. Nebraska.xlsx

Org Chart

Agreements and Proposed Legal Revisions.zip

Agreements Templates and Proposed Legal Revisions

Bid Attributes

1	<p>Site Terms & Conditions</p> <p>I acknowledge reading and understanding the NU Site Use Terms and Conditions attachment.</p> <p><input checked="" type="checkbox"/> Acknowledged - Site Terms & Conditions Attachment (Acknowledged - Site Terms & Conditions)</p>
2	<p>Bidder Requirements</p> <p>I acknowledge reading and understanding the NU Bidder Requirements attachment.</p> <p>All bids must be received by the system before the bid deadline. It is the responsibility of the bidder to allow adequate time for reviewing and submitting their proposal before the deadline to ensure all required responses have been completed. The "Submission Button" in the University's eBid system will be inoperable when the deadline for submission for eBID has ended. Incomplete bids will be rejected by the system.</p> <p><input checked="" type="checkbox"/> Acknowledged - Bidder Requirements Attachment (Acknowledged - Bidder Requirements Attachment)</p>
3	<p>Bid Terms and Conditions</p> <p>I acknowledge reading and understanding the NU Terms and Conditions attachment.</p> <p><input checked="" type="checkbox"/> Acknowledged - Bid Terms and Conditions Attachment (Acknowledged - Bid Terms and Conditions Attachment)</p>
4	<p>Attachment A - OMNIA Partners Response for National Cooperative</p> <p>I acknowledge reading and understanding Attachment A - OMNIA Partners Requirements for National Cooperative Contract.</p> <p>a) Include a detailed response to Attachment A, Exhibit A, OMNIA Partners Response for National Cooperative contract in the Response Attachments Tab. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to OMNIA Partners.</p> <p>b) The successful offeror will be required to sign Attachment A, Exhibit B, OMNIA Partners Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the OMNIA Partners Administration Agreement.</p> <p><input checked="" type="checkbox"/> Acknowledged - Attachment A - OMNIA Partners (Acknowledged - Attachment A - OMNIA Partners)</p>

5	<p>Master Agreement</p> <p>The University expects the awarded bidder to comply with all terms of the Master Agreement. The awarded bidders Master Agreement may be incorporated into the final contract, however it shall not supersede or conflict with the University's terms unless otherwise mutually agreed upon. To be considered bidder's Master Agreement must be attached in the Response Attachment Tab in an editable Word Document format. Any hyperlinked terms must also be attached in an editable Word Document format. The University will not accept hyperlinked terms.</p> <p><input checked="" type="checkbox"/> Acknowledged - Master Agreement (Acknowledged - Master Agreement)</p>
6	<p>Scope of Work</p> <p>I have carefully examined the Scope of Work attachment and I fully understand the type and quality of the product(s) and/or service(s) sought by NU and hereby propose to supply such at the prices stated and in accordance with this bid.</p> <p><input checked="" type="checkbox"/> Acknowledged - Scope of Work Attachment (Acknowledged - Scope of Work Attachment)</p>
7	<p>Deviations/Exceptions/Bid Compliance</p> <p>If you cannot fully comply with any term, condition, specification, process, or other item outlined in the solicitation materials, indicate those sections and your counter-term, condition, explanation in this field. You can include attachments in your bid response, but you must indicate here that an attachment is provided.</p> <p>Your bid response must contain deviations/exceptions/bid compliance counter-terms. Failure to provide such information indicates that you comply with all terms, conditions, specifications outlined in the solicitation materials.</p> <p>Please see exception documents attached under the attachments tab.</p>
8	<p>Bid Responses</p> <p>Unless a solicitation requests an attachment explicitly, I shall make every effort to provide answers in the spaces available within each bid tab. Furthermore, I understand that my proposal may be disqualified by not doing so. The University will not visit URLs or any electronic link included in bid submission materials.</p> <p><input checked="" type="checkbox"/> Bid Responses (Bid Responses)</p>
9	<p>Litigation or Claims</p> <p>Identify any litigation or claim brought against your company within the last seven years that might adversely affect your company's professional image or ability to provide the goods or services sought under this bid.</p> <p>Cintas is currently subject to legal proceedings and claims arising from the ordinary course of its business, typical of claims faced by other companies of Cintas' size. None of these investigations or claims is material to Cintas' business or this bid. In addition, Cintas is subject to litigation that is not in the ordinary course of business and which is described in the Company's 10-K and 10-Q filed with the SEC.</p>
10	<p>Company Sale or Acquisition</p> <p>Is your company currently for sale, involved in any transaction to expand, become acquired by, or be merged with another organization? If so, please explain. Has your company been involved in any reorganization, acquisition, or merger within the last two years? If so, please explain.</p> <p>No</p>

1 Reference #1

1 Provide a client reference (including length and nature of service relationship, contact person's name, title, phone number, email, and address) with whom you currently have or have had a comparable business relationship. Other educational institutions would be most valuable. Do not reference the University of Nebraska or its employees.

[Redacted]

1 Reference #2

2 Provide a client reference (including length and nature of service relationship, contact person's name, title, phone number, email, and address) with whom you have or have had a comparable business relationship. Other educational institutions would be most valuable. Do not reference the University of Nebraska or its employees.

[Redacted]

1 Reference #3

3 Provide a client reference (including length and nature of service relationship, contact person's name, title, phone number, email, and address) with whom you have or have had a comparable business relationship. Other educational institutions would be most valuable. Do not reference the University of Nebraska or its employees.

[Redacted]

1 Non-Collusive Bid

4 I acknowledge that solicitation responses submitted are not the result of collusion with other eligible bidders or any State or university employee. No effort was made to preclude NU from obtaining the most favorable response possible to this bid.

Noncollusive Bid (Noncollusive Bid)

1 University Employee

5 I affirm that if I am an employee of the University of Nebraska, I have notified the buyer of my status as such and that this contract must be completed in accordance with Board of Regents Policy 6.2.1.12, Purchases Involving University Personnel.

N/A

1 6	<p>Contractor's Certificate of Insurance</p> <p>I acknowledge and understand that prior to the commencement of any work, successful bidder is required to furnish a certificate of insurance with coverage's to bodily injury/personal injury/liability coverage, property damage liability coverage, and workman's compensation coverage. This certificate must be on file in the Procurement Services office prior to any commencement of work. It is absolutely necessary that "The Board of Regents of the University of Nebraska as an additional insured" be added to the face of the certificate for all coverage except worker's compensation. The above statement must be worded in this manner. It is also absolutely necessary that a "Completed Operations Coverage" must be included as part of the vendor's General Liability. In addition to standard insurance coverage's the vendor will be required to carry minimum: \$1 million per claim & \$3 million per occurrence for liability and property damage.</p> <p><input checked="" type="checkbox"/> Contractors Cert of Ins will be provided (Contractors Cert of Ins will be provided)</p>
1 7	<p>Subcontractors</p> <p>The successful Bidder shall not subcontract all or substantially all of any facet of the proposed goods or services without the prior written approval of the University. Please specify in detail what, if any, portions of the scope of work would be subcontracted.</p> <div style="border: 1px solid black; padding: 2px;"> <p>No subcontractors will be used.</p> </div>
1 8	<p>Public Information</p> <p>Bids submitted to the University are presumed to be public records. If bids contain trade secrets, academic or scientific research work in progress and unpublished, or other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose, it is the responsibility of the bidder to designate such content as confidential. When bids are opened to determine a successful bidder, all bids will be available for public inspection. Portions of bids designated by the bidder as confidential will be withheld from public inspection. Any reasonably segregable portion of the bid that is not designated as confidential shall be provided for public inspection after deletion of the portion or portions of the bid which may be withheld. Price terms appearing in bids or proposals, invoices, purchase orders or other documents calling for the expenditure of public funds may not be designated as confidential or withheld from public inspection.</p> <p>A bidder shall be solely responsible for providing the defense to any challenge to a decision to withhold information contained in a proposal, based upon bidder's identification of the information as confidential.</p> <p>A bidder must submit any confidential material, as defined above, as a "separate" and "redacted" attachment with their response in the UNL eBid system. This attachment must be clearly marked/identified as "Confidential".</p> <p><input checked="" type="checkbox"/> Public Information (Public Information)</p>
1 9	<p>Not to Exceed Pricing</p> <p>The University of Nebraska requests pricing be submitted as not to exceed pricing to include percentage discounts for all product and service offerings. Unlike fixed pricing, the awarded Bidder can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Awarded Bidder must allow for lower pricing to be available for similar product and service purchases.</p> <p><input checked="" type="checkbox"/> Acknowledged - Not to Exceed Pricing (Acknowledged - Not to Exceed Pricing)</p>

2 0	<p>Federal Funding Pricing</p> <p>In the event that products and services are being used in response to an emergency or disaster recovery situation, and/or products and services for use in USDA or Child Nutrition Programs in which federal funding may be used, does Bidder intend to provide alternative pricing that does not include cost plus a percentage of cost or pricing based on time and materials; if time and materials is necessary, a ceiling price that the contract exceeds at its own risk will be needed. Products and services provided in a situation where an agency is eligible for federal funding, awarded Bidder is subject to and must comply with all federal requirements applicable to the funding including, but not limited to the FEMA Special Conditions section located in the Federal Funds Certifications Exhibit of Attachment A.</p> <p>If Bidder response is "Yes", please attach alternative pricing in the Response Attachments tab.</p> <p><input type="text" value="No"/></p>
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2 1	<p>Pricing Discount</p> <p>The discount proposed shall remain the same throughout the term of the contract and at all renewal options. At a minimum, the Bidder should hold the proposed price list firm for the first 12 months after the contract award. Bidder will provide details of and propose any additional discounts for volume orders, additional locations, special manufacturer's offers, free goods program, total annual spend, etc.</p> <p><input checked="" type="checkbox"/> Acknowledged - Pricing Discount (Acknowledged - Pricing Discount)</p>
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2 2	<p>Additional Agreement(s)</p> <p>If a Bidder requires additional agreement(s), a copy of the proposed agreement must be included with their proposal.</p> <p><input type="checkbox"/> Additional agreement attached. (Additional agreement attached.)</p>
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2 3	<p>Ordering Methods and Payment Terms</p> <p>Provide available ordering methods and capabilities - online ordering, order tracking, search options, order history, etc. Indicate if payment will be accepted via credit card. If so, may credit card payment(s) be made online or via phone application? Also state the Convenience Fee, if allowable, per the Visa Operating Regulations</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>The traditional Cintas rental service model offers your facilities direct access to a Sales and Service Representative (SSR) that will visit you facility on a regular cadence. Your SSR will ask regularly if you are in need of any additional products or services and will be sure to fulfill any orders you have. If you happen to identify a need outside of your SSR visit you can contact the local Cintas office or access our myCintas portal and make your request at anytime. Requests made on the myCintas portal are sent directly to the local Cintas branch and are attended to immediately.</p> </div>
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2
4 **Background and Capabilities - History & Experience**

Bidder must demonstrate significant experience in the Workplace Solutions market. Please provide information on the following: a brief history of your company, total years of market experience, number of customers, affiliations, etc.

Cintas started from very humble beginnings in 1929 when "Doc" and Amelia Farmer established a small business to reclaim and clean rags for local factories. Their son, Hershell became president of the company in 1952 after his father's death and, after 23 years of continued success, turned the helm over to his son, Richard "Dick" Farmer. The company entered the uniform rental business in 1965, a move that would dramatically reshape the company and revolutionize the uniform marketplace. For example, Cintas was the industry pioneer in introducing polyester-cotton blend fabric that doubled the life of uniforms and made cleaning more efficient. In 1983, the company made its initial public offering of stock. Todd Schneider serves as Chief Executive Officer while Scott Farmer, the fourth generation of the Farmer family, currently serves as Executive Chairman. Today, Cintas has grown into a company that helps more than 1,000,000 businesses of all kinds and sizes get Ready for the Workday® by providing a wide range of products and services that enhance our customers' image and help keep their facilities and employees clean and safe — every day. The company has more than 500 facilities across North America, including six manufacturing plants and eleven distribution centers employing approximately 45,000 people. Fortune magazine listed Cintas among America's "Most Admired" companies and Report on Business magazine has named Cintas among the "50 Best Employers in Canada".

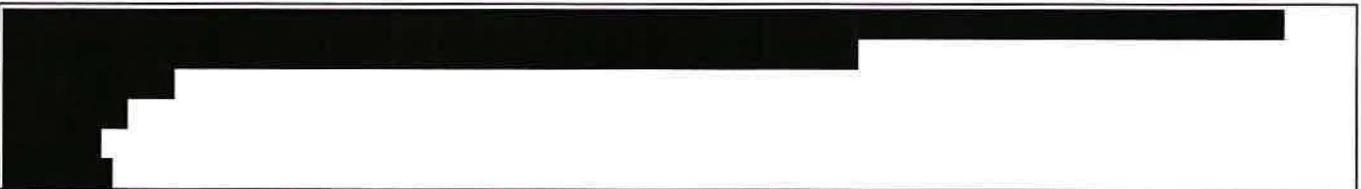
2
5 **Background and Capabilities - Markets of Service**

Describe the geographical markets your company services, both nationally and internationally.

Cintas provides highly specialized products and services to businesses of all types primarily throughout North America, as well as Latin America, Europe, and Asia. Cintas' products and services are designed to enhance its customers' image and brand identification, as well as provide a safe and clean workplace. We help our customers everywhere Get Ready for the Workday®.

2
6 **Background and Capabilities - Organizational Chart**

Please provide an organizational chart and the total number of employees in the Nebraska area.



2
7 **Background and Capabilities - Proposed Site Manager**

Provide the following information for the Bidder's proposed site manager:

1. Name
2. Company correspondence address
3. Phone number
3. Email address

1. Ryan Duncan
2. [Redacted]
[Redacted]

28 Background and Capabilities - Unique Characteristics

Briefly describe your company's unique characteristics that differentiate you from your competitors.

There are many factors that separate Cintas from our competitors. Our Culture: Since 1929, a key to our success has been a culture that encourages meaningful, respectful relationships between our company and our employee-partners and the commitment to always do what's right. This spirit of teamwork, camaraderie and trust is the cornerstone of our culture, and our team's passion for our customers is what sets us apart.

Our Solutions: The focus and the markets we serve have continued to evolve over the years, from our legacy business of uniform rental to our current product and service offerings that help enhance our customers' image and help keep their facilities and employees clean and safe — every day. Our job as a business partner is to drive value for our customers, both directly and indirectly as their business needs dictate. Six Sigma: Cintas is committed to the Six Sigma process of continuous improvement. This process allows us to stay lean as a company, allows us to leverage the tools and our talents towards our customer opportunities. These Six Sigma disciplines are portable and deliver best in class, for operating and execution strategies in support of our partnership.

Financial Strength: Cintas' financial position is strong. Cash flows provided by operating activities have historically supplied us with a significant source of liquidity. We generally use these cash flows to fund most, if not all, of our operations and expansion activities and dividends on our common stock. We may also use cash flows provided by operating activities, as well as proceeds from long-term debt and short-term borrowings to fund growth and expansion opportunities, as well as other cash requirements such as the repurchase of our common stock. We do not anticipate having difficulty in obtaining financing in the future in view of our favorable experiences in the debt markets in the recent past.

29 Background and Capabilities - Experience

Provide information of any instance of your organization ever failed to complete any work awarded.

Cintas has never failed to complete any work awarded

30 Background and Capabilities - Certifications

Provide any certifications you have to ensure cleaning quality.

To continue to promote world-class health and safety standards, we have layered OSHA's VPP into our health and safety management system. This heightened level of planning and safeguarding encourages even greater standards of protective workplace safety and health, and helps operationalize their everyday execution.



3
1 **Background and Capabilities - Large Scale Project Management**

Describe how Bidder will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported. Responses should highlight experience and demonstrate a strong national presence.



3
2 **Product Offering - General Requirements**

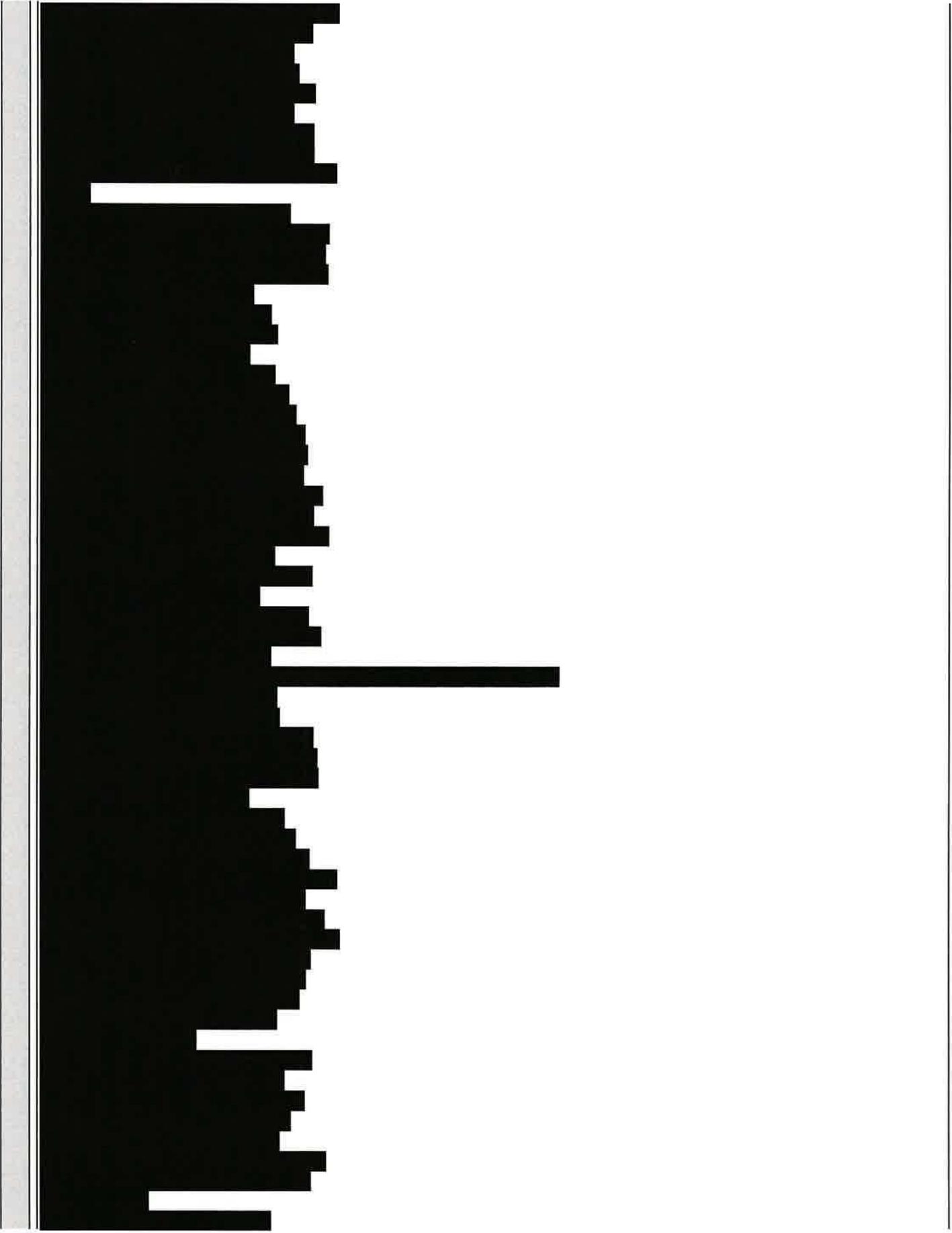
Using Attachment B (Pricing Sheet), provide a detailed response to each requirement, describing how your offer will meet the General Requirements of this RFP for NU and the national program. Please attach your response in the Response Attachments tab.

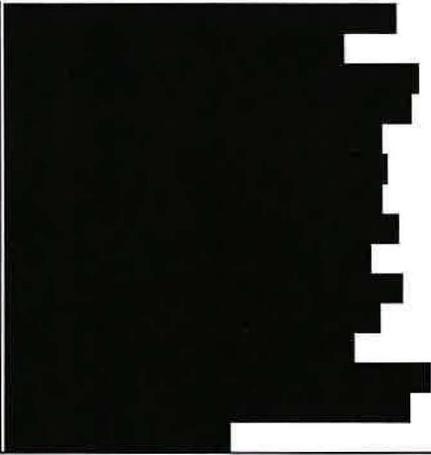
- If Bidder is not proposing the exact service specified, clearly indicate the deviation in your response. If there are no deviations stated, it will be assumed that the service products specified is being provided
- Bidder may elect to consolidate service products at any level for its own convenience or volume discounts, etc.
- Items listed on the Safety Supplies tab are not a Market Basket list. This list is for offering and pricing evaluation purposes only.

Response Attached. (Response Attached.)

3
3 **Product Offering - Unique Technologies**

Provide an overview of the unique technologies that are incorporated into your service products.





3
4 **Product Offering - Sizing Uniforms**

Provide a detailed method for sizing employees. Bidder shall describe method of communication with NU employees, process for sampling items, and number of staff available for sizing.

At the initial installation of your program, our team of local sales professionals will schedule fitting events to professionally fit every new employee with the garments they will be wearing in our program. The number of staff available to perform the fitting will depend on the number of employees that need to be fit and can vary greatly. All employees will receive brand new uniforms upon installation. When new employees are hired, it is the customer's responsibility to notify Cintas of the new employee either at the time the Cintas SSR's scheduled visit or by calling the local Cintas facility. Once notified, the SSR will visit the location to measure the new employee and we guarantee that new employee to be in uniform within one week, provided they wear standard sizes of standard stocked garments. All new employees will be fit during the next scheduled service visit by either a tape measure or by a sample garment that is available. Size Changes are included with the program at no cost, so long as employees return all of their previously issued garments. To request a size change, our customers can either inform the SSR/route driver, call customer service, call an Account Manager or use the myCintas online system. In the event samples are needed those requests can be made directly to the SSR or by calling the local Cintas branch or simply by making a request on the myCintas portal. Depending on the urgency of the sample we will make every effort to get you the product you need when you need it.

3
5 **Product Offering - Size Range**

Describe the range of men and women's sizes that you offer. Please specify if it is gender specific or unisex.

Cintas provides a comprehensive offering of apparel in Male, Female and Unisex fits with sizing available to fit all body sizes and shapes in your workforce. We understand that half of the American workforce is female. And most women can't comfortably wear uniforms designed to fit men. That's why Cintas created rental workwear designed specifically for female body shapes. Our women's line incorporates unique style and fit features to help women look and feel better so they are Ready for the Workday®. Fit, comfort, quality and functionality are our top priorities. Please reference the pricing exhibit for the specific sizes by garment.

3
6 **Policies and Processes - Additional Companies**

Identify all other companies that will be involved in processing, handling or shipping the service products available under the Contract. Include any subsidiaries or company owned affiliates that may include product or service under the Contract.

No additional companies will be used.

3
7

Policies and Processes - Return and Restocking

Describe any return and/or restocking policies.

All industrial garments that need to be replaced due to normal wear and tear are replaced at no charge. If a garment needs to be replaced because the garment was lost or damaged not due to normal wear and tear, a Loss/Replacement (L/R) fee will be charged.

Cintas garments are replaced on an "as needed basis" and can be replaced by the Service Department and/or Production Department through our inspection process in our cleaning facilities. [REDACTED]

[REDACTED]

[REDACTED]

Additionally, Cintas can provide separate containers for garments needing repairs. We provide orange repair tags that your employees can attach to their garment and identify what specifically needs to be repaired or replaced. When our SSR's pick up these garments, they can "scan them into repair status," which notifies our plant to send them to repairs during the sorting process and identifies the type of repair necessary. Repairs are completed by the next week's service date. Garments needing replacement are also completed by the next week's service cycle.

3
8

Policies and Processes - Invoicing

Describe your invoicing process.

The Cintas service model provides On-site proof of delivery and pickup with each visit. During the site visit the following will occur:

- The SSR delivers clean garments that were turned in the week prior.
- Dirty garments are scanned individually on-site.
- A receipt is provided showing exactly what was delivered and picked up that week for each employee.
- Garments that were repaired, replaced, or received other maintenance are noted.
- Repairs, replacements, and other maintenance are ordered on-site through the PRC (Portable Route Computer).

The Cintas service model provides On-site proof of delivery and pickup with each visit. During the site visit the following will occur:

- The SSR delivers clean garments that were turned in the week prior.
- Dirty garments are scanned individually on-site.
- A receipt is provided showing exactly what was delivered and picked up that week for each employee.
- Garments that were repaired, replaced, or received other maintenance are noted.
- Repairs, replacements, and other maintenance are ordered on-site through the PRC (Portable Route Computer).

3
9 **Policies and Processes - Delivery Commitment**

Describe the delivery commitment levels for this Contract.

To serve each customer with the knowhow and care they deserve and value" or in shorthand -- Deeper knowhow. Caring service™. This means that we lead with our commitment to delivering relevant service based on a personal understanding of our customers' unique needs. Then we emphasize our support of our customers, and our belief in providing care that goes above and beyond. By leveraging our deeper knowhow and caring service, we ensure that nothing distracts our customers from having a productive workday.

4
0 **Policies and Processes - Customer Service**

Describe the customer service commitment levels for this Contract.

The first step in problem resolution within our company lies with the Service Sales Representative (SSR) who we empower and hold them fully accountable for the success and customer satisfaction at your local operation.

All SSR's (route-drivers) are equipped with portable-route-computers ("PRC's). This allows them to perform maintenance anywhere on the spot, including uniform upgrades, size changes, invoice credits, etc. as well as on-site scanning technology. Additionally, when our customer service team receives a call, they can create a CRF (customer request form), which pings directly to the route computer for a response within 24 hours.

Additionally, at the end of servicing each location, the SSR will check in with the specified representative at each location to walk through the printed invoice to review accuracy and to ensure a current employee roster. At Cintas, we call this "seconds that count." Your SSR will review any changes that may have been made, such as garment upgrades or size changes, review scan reports, and review any other items requiring special attention. After the review is completed, your location's representative will sign the PRC handheld device to confirm accuracy.

Although our SSRs are our front-line Customer Service ambassadors we also have a Customer Service Department at each Cintas location. These Customer Service Departments are staffed with Customer Service Representatives (CSRs) and a state-of-the-art customer service system that allows them to work hand in hand with our Service Sales Representatives in resolving any customer issues.

Customers can also utilize our myCintas online portal for the most common service requests (i.e., employee starts/stops, transfers, size /garment changes, etc.) These requests transmit directly to your SSR/local account management team.

Our local account management team will conduct quarterly "goodwills" with representatives from each location to ensure we are exceeding expectations.

If for any reason a customer was not satisfied with the response, they received from their SSR or a CSR, they would then elevate that issue to the Service Manager. If the Service Manager could not resolve that issue, it would then be elevated to the General Manager level. If for any reason an issue was to arise that could not be handled on a local level (these issues are very rare), the issue should then be elevated to your Account Manager. The Rental Account Manager will determine what resources within the organization need to be used to resolve the customer problem.

4 Policies and Processes - Customer Service

1

Describe customer support available from your company. Please provide detail on the following:

- Management of customer accounts
- Availability of dedicated service team
- Services provided by Customer Service
- Customer service help desk locations and hours
- Response time guarantees
- Tracking success of the customer service program
- Availability of technical support - location and hours

The Cintas service model provides around the clock customer service and customer care for all locations. These individuals manage the incoming calls from all locations in need of account support. These individuals will be trained on the specific needs and overall program components to help support your locations across the country. The National Service Team provides quick and efficient action along with service issue resolution. The National Service Team works closely with Cintas Locations and their leadership team in providing information and direction regarding Cintas National Account Customers. Cintas guarantees to always deliver the highest quality rental service. Any complaints about the quality of service which are not resolved in the normal course of business must be communicated in writing to the General Manager of the Company's local operation or Subcontractor with a copy to Company's Corporate Office.

If the Company then fails to resolve any material complaint in a reasonable period of time, UNL may terminate this Agreement solely as it relates to servicing the specific Customer location to which the complaints relate provided all Merchandise is paid for at the then current Loss/Damage Replacement Values or returned to the Company in good and usable condition.

As mentioned above, the first step in problem resolution within our company lies with the Service Sales Representative (SSR) who we empower and hold them fully accountable for the success and customer satisfaction at your local operation.

All SSR's (route-drivers) are equipped with portable-route-computers ("PRC's). This allows them to perform maintenance anywhere on the spot, including uniform upgrades, size changes, invoice credits, etc. as well as on-site scanning technology. Additionally, when our customer service team receives a call, they can create a CRF (customer request form), which pings directly to the route computer for a response within 24 hours.

Additionally, at the end of servicing each location, the SSR will check in with the specified representative at each location to walk through the printed invoice to review accuracy and to ensure a current employee roster. At Cintas, we call this "seconds that count." Your SSR will review any changes that may have been made, such as garment upgrades or size changes, review scan reports, and review any other items requiring special attention. After the review is completed, your location's representative will sign the PRC handheld device to confirm accuracy.

Although our SSRs are our front-line Customer Service ambassadors we also have a Customer Service Department at each Cintas location. These Customer Service Departments are staffed with Customer Service Representatives (CSRs) and a state-of-the-art customer service system that allows them to work hand in hand with our Service Sales Representatives in resolving any customer issues.

As mentioned prior, customers can also utilize our myCintas online portal for the most common service requests (i.e., employee starts/stops, transfers, size /garment changes, etc.) These requests transmit directly to your SSR/local account management team.

Our local account management team will conduct quarterly "goodwills" with representatives from each location to ensure we are exceeding expectations.

If for any reason a customer was not satisfied with the response, they received from their SSR or a CSR, they would then elevate that issue to the Service Manager. If the Service Manager could not resolve that issue, it would then be elevated to the General Manager level. If for any reason an issue was to arise that could not be handled on a local level (these issues are very rare), the issue should then be elevated to your Account Manager. The Rental Account Manager will determine what resources within the organization need to be used to resolve the customer problem.

4 **Policies and Processes - Sustainability Program**

2 Provide information on any sustainability program(s) you offer. Include corresponding information such as sustainable policies, practices, products, and certifications.

For almost 100 years, our business model has been based on sustainable practices and a “Reduce, Reuse, Recycle” mindset. Our wide range of products and services not only help our customers get Ready for the Workday®, but we help them save money while offering them a more environmentally considerate choice. Cintas offers more than 100 uniform styles made from eco-friendly or sustainable materials, including: Comfort Flex, Bamboo, Organic Cotton and Tencel just to name a few. Comfort Flex garment pricing has been added to the supplemental pricing provided in section 2.1.6. In FY21, we diverted 94.4% of our waste away from landfills at 8 of our distribution centers participating in our “Zero Waste Program,” and all eight participating facilities were TRUE Certified by Green Business Certification Inc. In September 2021, we announced our ambition to achieve Net Zero GHG emissions by 2050. We expect to announce our targets and goals by the end of 2022, including Scope 1 and Scope 2 reductions, as well as potential avenues to reduce our Scope 3 emissions throughout our value chain. Other notable mentioned achieved in 2021 as relevant to this SOW is our reduction of water usage by 5.1%, we returned 88% of water we withdrew back to local water bodies, we lowered our total energy usage by 6.9%, diverted 94.4% of our distribution center waste from landfills and most notably created a new executive position to oversee our ESG strategy.

JOURNEY TO ZET ZERO EMISSIONS

Cintas has one of the largest commercial vehicle fleets in the USA and we're constantly looking for ways to reduce our vehicle emissions. In 2018 we started the process of removing diesel-burning trucks from our fleet. By the end of 2021 we had taken the percentage of diesel-burning fleet from 45% down to 31%. Additionally, we have since introduced and deployed our first all-electric vehicles into full-time service. We have also implemented our SmartTruck technology which will help us create more efficient routes and help us further reduce our environmental impact.

ENVIRONMENTALLY FRIENDLY DETERGENTS AND WASH PROCESSES

Switching gears toward our laundering best practices and environmentally friendly products, Cintas uses NPE25-free detergents that are more environmentally friendly. We are the first industrial launderer to employ washing standards that are 100% free from NPE, phosphates, and EDTA26 in all of our North American laundry facilities. Our latest Operational Excellence initiative is a proprietary process that helps measure soiled-load weight more precisely. Most accurate measurements improve efficiency of our wash alley and we estimate that it will improve overall operation efficiency by more than 13%, reduce our overall annual water draw by more than 350 million gallons and save more than \$16 Million in utility and chemistry costs. As it relates to reuse and recycling, Cintas has a long track record of reducing and recycling waste.

ZERO WASTE PROGRAM – DISTRIBUTION

At Cintas, we're continually refining our operations and uncovering better ways to further reduce waste. Our Zero Waste Program began in 2013 in an effort to decrease our waste destined for landfill and has continued through FY'21. This program covers eight of our distribution centers, each implementing location-specific processes that divert more than 90% of their waste away from landfill so they are TRUE Green Certified by Green Business Certification Inc. In FY 21, that resulted in our distribution centers diverting 1,188 tons of cardboard, 48 tons of plastic, 75 tons of co-mingled products, 176 tons of fabric, 601 tons of pallets, and 59 tons of paper from landfills. In FY21, waste to landfill in totality was 131.9 US tons, and our overall diversion rate was 94.4%. The success of the Zero Waste Program is defined by our distribution employee-partners' commitment to the Zero Waste goals. Each location has a Green Team that supports our production employee-partners' efforts to reduce, reuse, an

4 **Policies and Processes - Account Management Structure**

3 Provide information regarding the account management structure in place to deliver on service needs.



4
4 **Policies and Processes - Program Rollout**

Describe how your company would facilitate the rollout of a rental uniform program. Please include the resources you would use and the methods chosen to communicate with end users.

Implementation

The Rental Program implementation will be spearheaded by our specialized Implementation Team. After an agreement is reached, our Implementation Team will call your corporate office to clearly define all requirements of the program (e.g. garments in the program, employee classifications, billing, etc.). We will then submit a forecast for the production of garments required for the implementation of the program and establish a timetable for rollout.

Confirming Requirements with The Customer

We use a detailed checklist to make sure we understand all of your requirements for the initial implementation and discuss issues that may come up in the future. Program Documentation – The program will be communicated to the customer locations via Cintas local sales or service department and/or internally communicated within your company's approved communication plans. The details of the program are set up in our central contract compliance system. This serves as a "computer lock" process to ensure that the product, the inventory, and the pricing at each of your locations is in compliance with the national agreement. The program will be overseen and managed by our National Account Management staff.

Program Rollout

The program rollout is managed by the Implementation Account Manager assigned to your program. This individual will coordinate the communication to all of your locations with detailed ordering instructions and options.

Follow-Up

After the program is installed at each of your locations, a series of follow-up steps takes place. Each location is contacted to ensure that they are satisfied with the installation and variety of internal audits take place to confirm your requirements have been met.

4
5 **Garment Offering - Sourcing**

Please select whether you manufacture your own garments or outsource.

Manufacture Own

4
6 **Garment Offering - Percentage from Manufacturer**

Please provide the percentage of garments you purchase for a manufacturer.

4
7 **Garment Offering - Program Management**

Describe your company's ability to design, manufacture, and manage customized uniform and apparel purchase programs.

As a vertically integrated uniform supplier, Cintas has built its infrastructure around its ability to control the processes necessary in providing quality, branded uniforms to its customers. An important part of this process is the ability to manufacture garments exclusively for its customers, while controlling the entire uniform procurement process from inception to delivery.

Our team is established with the talent to design garments based upon the technical knowledge of the customer's working conditions, the experience to source functional fabrics appropriate for the type of garment that will be utilized, and the competence to globally manufacture garments in a timely manner; all of which is critical when successfully executing a global branded uniform program. Cintas has built its entire global supply chain around the ability to design, manufacture, and distribute garments to its customers in an effort to reduce costs and create overall efficiencies in the entire process.

4 8	<p>Substitute Items</p> <p>In the event that a product or model provided under contract is discontinued by the manufacturer, Bidder shall request permission to substitute a new product or model AND provide the following:</p> <ul style="list-style-type: none"> • A formal announcement from the manufacturer that the product or model has been discontinued. • Documentation from the manufacturer that names the replacement product or model. • Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original solicitation. • Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model. • Documentation confirming that the price for the replacement is the same as or less than the discontinued model. <p><input checked="" type="checkbox"/> I agree. (I agree.)</p>
4 9	<p>Performance Standards - Uniform Delivery</p> <p>Uniforms shall be picked up and delivered based upon the hours requested by each individual department. An NU department representative will contact the Bidder to develop an acceptable delivery schedule for each site prior to the contract start date. Deliveries shall be made on the same day every week at each location. At the time of uniform pick-up and delivery, a signed inventory sheet must be given to a designated NU representative, listing the number and type of uniforms picked up and the number and type of uniforms delivered by either the employee's name or by an employee identification number provided by the Bidder.</p> <p><input checked="" type="checkbox"/> I agree. (I agree.)</p>
5 0	<p>Performance Standards - Uniform Delivery</p> <p>Bidder's delivery/pick-up personnel are required to leave a receipt at each facility that details a count of each item of clothing picked up and each item of clothing delivered.</p> <p><input checked="" type="checkbox"/> I agree. (I agree.)</p>
5 1	<p>Performance Standards - Floor Mats, Mop, and Towels Delivery</p> <p>Items shall be picked up and delivered based upon the hours requested by each individual department. An NU department representative will contact the Bidder to develop an acceptable delivery schedule for each site prior to the contract start date. Deliveries shall be made on the same day every week at each location. At the time of pick-up and delivery, a signed inventory sheet must be given to a designated NU representative, listing the number and type of items picked up and the number and type of items delivered by either the employee's name or by an employee identification number provided by the Bidder.</p> <p><input checked="" type="checkbox"/> I agree. (I agree.)</p>
5 2	<p>Performance Standards - Delivery</p> <p>In the event the pick-up day or time must be changed, NU will notify the Bidder in advance. The Bidder shall notify NU at least one (1) day in advance for changes in the designated delivery hours.</p> <p><input checked="" type="checkbox"/> I agree. (I agree.)</p>

University of Nebraska
Request for Proposals
WORKPLACE SOLUTIONS
eBid #3702-22-4618

I. Introduction / Background

The University of Nebraska System was founded in 1869 and is the state's only public university. It has more than 51,000 undergraduate, graduate, and professional students and 16,000 faculty and staff across its four campuses: the University of Nebraska–Lincoln, a research-intensive flagship campus; the University of Nebraska Medical Center, an academic medical center; the University of Nebraska at Omaha, a metropolitan university campus; and the University of Nebraska at Kearney, a rural campus focused on undergraduates.

The University is governed by a publicly elected Board of Regents; a university-wide President leads the system, and a Chancellor governs each campus. For more information on the University of Nebraska, see Nebraska.edu.

The University of Nebraska has determined that the competitive proposals method of procurement (RFP) will provide the best value for the University as it is the most advantageous for this project. This procurement shall conform to the Board of Regents Policy, Section 6.2.1.10, and is in compliance with the University's own policies, procedures, rules, and regulations, where Contracts are to be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The resulting Master Agreement will be pursued in accordance with the University of Nebraska's statutory requirement, and it is the intent of this procurement to maximize full and open competition. This RFP is for workplace solutions, including uniforms, cleaning mops and cloths, first aid and safety, and fire protection services for the University of Nebraska, which represents all four campuses and includes several system-wide institutes. Other services and/or products may be added based on the University's needs and circumstances. Bidder must be able to provide full range of products and services.

National Contract

The Board of Regents of the University of Nebraska, as the Principal Procurement Agency, defined in ATTACHMENT A, has partnered with OMNIA Partners, Public Sector ("OMNIA Partners") to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The University of Nebraska is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency") and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form

of which is attached hereto on ATTACHMENT A, or as otherwise agreed to. ATTACHMENT A contains additional information about OMNIA Partners and the cooperative purchasing program.

OMNIA Partners is the largest and most experienced purchasing organization for public and private sector procurement. Through the economies of scale created by OMNIA Partners public sector subsidiaries and affiliates, National IPA and U.S. Communities, our participants now have access to more competitively solicited and publicly awarded cooperative agreements. The lead agency contracting process continues to be the foundation on which we are founded. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

OMNIA Partners provides shared services and supply chain optimization to government, education and the private sector. With corporate, pricing and sales commitments from the Bidder, OMNIA Partners provides marketing and administrative support for the Bidder that directly promotes the Bidder's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Participating Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and publicly competed. The Bidder benefits from a contract that generally allows Participating Public Agencies to directly purchase goods and services without the Bidder's need to respond to additional competitive solicitations. As such, the Bidder must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Bidder and respond to the OMNIA Partners documents (ATTACHMENT A).

The Board of Regents of the University of Nebraska anticipates spending approximately \$750K (annual) over the full potential Master Agreement term for Workplace Solutions. While no minimum volume is guaranteed to the Bidder, the estimated annual volume of purchased under the Master Agreement through OMNIA Partners is approximately \$100M. This projection is based on the current annual volumes among the University of Nebraska, other Participating Public Agencies anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between the Bidder and OMNIA Partners.

II. Scope of Work

The University of Nebraska (NU) seeks proposals from eligible Bidders for a wide scope of workforce solutions products and services to include, but not limited to: uniforms, cleaning mops and cloths, first aid and safety, and fire protection services, as well as the complete balance of line of parts and pieces. Awarded Bidder is required to provide detailed options for when work performed for Participating Public Agencies expires (e.g. transfer of ownership, contract renewal options, etc.).

A. GENERAL REQUIREMENTS

1. KEY PERSONNEL: It is essential that the awarded Bidder provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The awarded Bidder must agree to assign specific individuals to the key positions. The Bidder agrees that, once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to and subsequent concurrence by the University of Nebraska. If key personnel are not available for work under this Contract for a continuous period exceeding thirty calendar days or are expected to devote substantially less effort to the work than initially anticipated, the awarded Bidder shall immediately notify the University of Nebraska, and shall, subject to the concurrence of the University of Nebraska, replace such personnel with personnel of substantially equal ability and qualifications.

2. TERM AND RENEWAL

The anticipated initial term of the contract is four (4) years, with three (3) additional two-year renewals upon written agreement of the parties, for an anticipated full term of ten (10) years. The awarded Bidder shall have the right to enter local "service" agreements with Participating Public Agencies accessing the contract through OMNIA Partners, so long as the effective date of such agreement is prior to the expiration of the Master Agreement. All local agreements may have a full potential term (any combination of initial and renewal periods) not to exceed ten (10) years. Any job orders, project agreements or maintenance agreements executed against this Master Agreement during the effective term may survive beyond the expiration of the Master Agreement as established and agreed to by both parties.

B. PRODUCTS & SERVICES

Although this section reflects the needs and requirements of the University of Nebraska, OMNIA Partners Participating Public Agencies may have different requirements.

The awarded Bidder will have the ability to offer their comprehensive workplace solutions program nationally. The workplace solutions program may include products and services associated with workplace solutions or any other product and service offerings which OMNIA Partners participants may elect to use. OMNIA Partners Participating Public Agencies may sign a supplemental agreement with the awarded Bidder substantially based on the terms and conditions of the University of Nebraska contract. Participants may elect to negotiate certain terms to conform to their purchasing and contracting requirements.

Type

The needs and requirements for the University of Nebraska are as follows:

Products offered must be new and not previously issued.

1. UNIFORMS – RENTAL, PURCHASE AND LEASE

Bidder shall provide new uniforms for rental, direct purchase, and/or lease. Uniforms shall include but are not limited to; shirts, pants, outerwear, footwear, food service uniforms, healthcare uniforms, industrial uniforms, cleanroom uniforms, high visibility, flame resistant, and acid resistant protective apparel.

a. Measurements

- 1) Describe start-up procedure and timeline for measurements and delivery of uniforms upon contract start.
- 2) Describe procedure and timeline for new department usage to include measurement and delivery of uniforms upon request.

b. Identification System

Bidder shall provide a name or identification numbering system for each employee and garment. The identification system shall insure an accurate method of tracking garments for invoicing purposes. Bidder shall describe the identification system utilized and explain loss control procedures.

c. Bidder's Operation and Procedures

Bidder shall provide detailed description of their delivery and pick-up services including, but not limited to:

- 1) Tracking of uniform in the laundry process.
- 2) Dispute resolution for Lost and Damaged garments.

3) Logging of garments at the pick-up/delivery site.

d. Department Representative Contact

University department point of contact(s) shall be provided to the Bidder upon award of a contract. Each Department shall contact the Contractor to set up specific needs for their facility.

e. Patches

Various garments require embroidery or silk-screening of a Patch or Patches that depict the Department name, University Logo, and/or employee name. The University Department contact shall furnish the Contractor with patch requirements and placement specific for their department. The name patches will either be the employee's initial and last name, first name, or both first and last name. Patch application shall meet industry standards and be applied in accordance with Department requirements as to location and color layout. Contractor shall verify patch requirements with Department contact prior to processing all orders.

The University may also desire to have University-provided patches applied to Contractor-provided garments. Contractor shall heat seal and reinforce seal patches by sewing outside perimeter of patch. Patch location and number(s) will be provided by the requesting Departments. If required, the University will pay application/sewing charges for such requests as necessary. This cost should be annotated in the provided space in Attachment B – Rental of uniforms, floor mats, mops and towels Pricing Workbook (Excel).

f. Uniform Changes

University Department Representative and employees shall be allowed to determine at the beginning of each contract year whether they want long or short sleeve shirts or a combination of both, at no additional cost to the University.

g. Color Changes

The University reserves the right to change the color of uniforms and patches at its discretion during the term of this contract at no additional cost to the University. Industry standard colors shall be made available by Contractor and utilized by the University as may be required.

h. Transition Plan

The University's intent is to minimize the time and effort involved in fitting employees for uniforms. Each Bidder must, in a detailed and thorough manner, describe procedures designed to limit operational impacts. The successful Bidder must be prepared to fulfill the transition plan stated in their proposal should the University contract with a vendor other than the incumbent. Failure to do so may be cause for immediate termination of the contract. Any transition costs must be so noted and will be considered in the evaluation of the proposals.

i. Delivery/Pickup Locations

Clothing and other items shall be collected from and delivered to each location once every week. (The University reserves the option to relocate, add, reduce, or increase collection/delivery points at no

additional cost to the University.) Locations shall be provided to the contractor upon award of contract.

j. Delivery Time

- 1) Uniforms shall be picked up and delivered based upon the hours requested by each individual department. The contract representative will contact the Contractor to develop an acceptable delivery schedule for each site prior to the contract start date. Deliveries shall be made on the same day every week at each location. At the time of uniform pick-up and delivery, a signed inventory sheet must be given to a designated University representative, listing the number and type of uniforms picked up and the number and type of uniforms delivered by either the employee's name or by an employee identification number provided by the Contractor.
- 2) Contractor's delivery/pick-up personnel are required to leave a receipt at each facility that details a count of each item of clothing picked up and each item of clothing delivered.
- 3) In the event the pick-up day or time must be changed, the University will notify the Contractor in advance. The Contractor shall notify the University or designated representative at least one (1) day in advance for changes in the designated delivery hours. Clothing changes are required to be delivered within seven (7) calendar days of notification to Contractor.

k. Lost or Damaged Items

Bidder shall provide an amortization schedule, which details percent clothing is amortized from date of issue, and Bidder's methods and procedures of verifying same.

l. University's Responsibilities

1. The University will be responsible for the replacement of Bidder-owned items lost or damaged by University employees. Replacement costs shall be based upon pricing provided in the Lost or Damaged Amortization Schedule submitted by Bidder.
2. The University will not be responsible for the replacement of items which have reached end-of-service life.
3. The University will provide to the Contractor written notification of all employees who, because of health issues, choose to self-laundry Contractor-provided uniforms.

m. Contractor's Responsibilities

1. Contractor shall provide University employees with uniforms within ten (10) business days of measurement. Contractor shall notify the Department Representative or designee and obtain written approval of any delays exceeding the allotted ten (10) business days.
2. Contractor shall be responsible for keeping all uniforms, towels and mats in good condition and shall inspect all items for repairs prior to delivery. Items with holes in fabric or visibly worn, frayed, discolored, or thin fabric are not acceptable and shall be replaced at Contractor's expense. The University reserves the right to refuse any item it deems needs repair or replacement at no additional expense to the University.

3. At the beginning of the contract, Contractor shall; provide all employees with New first-time use Uniforms not issued or worn previously (Category 1 or Category 2 uniforms are not acceptable) in accordance with the below Garment Categories. Contractor shall provide all new employees with New first-time use Uniforms not issued or worn previously (Category 1 or Category 2 uniforms are not acceptable) in accordance with the below Garment Categories:
4. Contractor shall provide no less than Category 1 uniforms for all replacement uniforms. Category 2 uniforms are not acceptable.
5. Bidder shall specify charges for lost and/or damaged items as part of their Proposal. Excessive charges may be grounds for rejection of the Proposal.

n. Sizes

Size requirements within any category of clothing are subject to change. The University reserves the right to change sizes of all clothing issued to a University employee by Contractor throughout the life of the contract. At a minimum Contractor shall provide the industry standard sizes of clothing under this contract.

2. FLOOR MATS, MOPS AND CLEANING CLOTH SERVICE – RENTAL, PURCHASE AND LEASE

Rental, direct purchase and lease of walk off floor mats, logo mats, anti-fatigue mats, wet mop heads, dry mop heads, microfiber mop heads, shop towels and microfiber cloths shall be provided to various locations and departments within the University.

3. RESTROOM SUPPLY

Installation and regularly scheduled maintenance of dispensers, paper products, hand sanitizer, soap, feminine hygiene products and related services.

4. FIRST AID AND SAFETY

1. The provision of first aid and safety products, which are either contact free or single dose and tamper-evident, to include but not limited to the following:
 - Standard First Aid Cabinets and Food Service First Aid Cabinets – with standard fill that meets ANSI/ISEA Z308.1-2015 class B requirements upon installation
 - Unit Vehicle First Aid Kit
 - Large Mobile First Aid Kit Bag
 - Fleet First Aid Replenishment Cabinet/Center
 - Bandages
 - Wraps
 - Eye Wash Stations
 - Consumables
2. The installation and maintenance of Automated External Defibrillator (AED) packages for lease.
3. Purchase of Automated External Defibrillator packages.
4. First Aid and Safety Training

5. FIRE PROTECTION

1. Test and inspection of fire extinguishers.

- a. Scheduled monthly inspection
- b. Annual inspection and maintenance with replacement as needed
- 2. Sprinkler systems, clean agent suppression systems, and emergency exit lights.
 - a. Test and inspection of fire alarm system
 - b. Monitoring of fire alarm systems.

6. BALANCE OF LINE/COMPREHENSIVE PRODUCT OFFERING

Each Bidder awarded an item under this solicitation may offer their complete product and service offering/a balance of line for workplace solutions. Pricing for complete product offering/balance of line items may be determined by a percentage discount off the Bidder's retail price list. The pricing percentage discount offered must be entered on the WS Pricing Spreadsheet, located in the Attachments tab of eBid. Completed spreadsheets shall be attached in the Response Attachments tab of eBid. Throughout the term of an awarded contract, awarded Supplier(s) shall have the option to add products to their offering.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A. Market Basket

Bidder shall complete the Market Basket Price File. If awarded a contract, the Bidder's Market Basket will reflect the pricing available to the University of Nebraska and to OMNIA Partners Participating Agencies. Pricing evaluation will be based on the Market Basket pricing. The quantities shown in this solicitation represent the best estimates that the University of Nebraska can provide supporting their current program. The quantities to be purchased may vary depending on internal changes. The University of Nebraska does not assume or accept responsibility to purchase the total quantities listed. The quantities shown are not to be considered a maximum and the University of Nebraska reserves the right to purchase more or less of specified amounts. Participating Public Agencies reserve the right to purchase more or less of specified amounts. Quantities shown shall not be construed to represent any amount which the University of Nebraska or Participating Public Agencies shall be obligated to purchase under the resulting Contract or relieve the Supplier of their obligation to fill all orders placed by the University of Nebraska or Participating Public Agencies. Quantities shown will be used for evaluation purposes.

B. Pricing Discount

The discount proposed shall remain the same throughout the term of the contract and at all renewal options. At a minimum, the Bidder should hold the proposed price list firm for the first 12 months after the contract award. Bidder will provide details of and propose any additional discounts for volume orders, additional locations, special manufacturer's offers, free goods program, total annual spend, etc.

C. Special Offers/Promotions.

In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lesser period. Contractor may offer Participating Agencies competitive pricing which is lower than the not-to-exceed price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract.

IV. Evaluation Criteria (Potential evaluation score – 100 points)

1. Background and References (10 max points)
2. Supplier Capabilities (20 max points)
3. Customer Support and Method of Approach (20 max points)
4. Pricing (50 max points) – Based on Market Basket

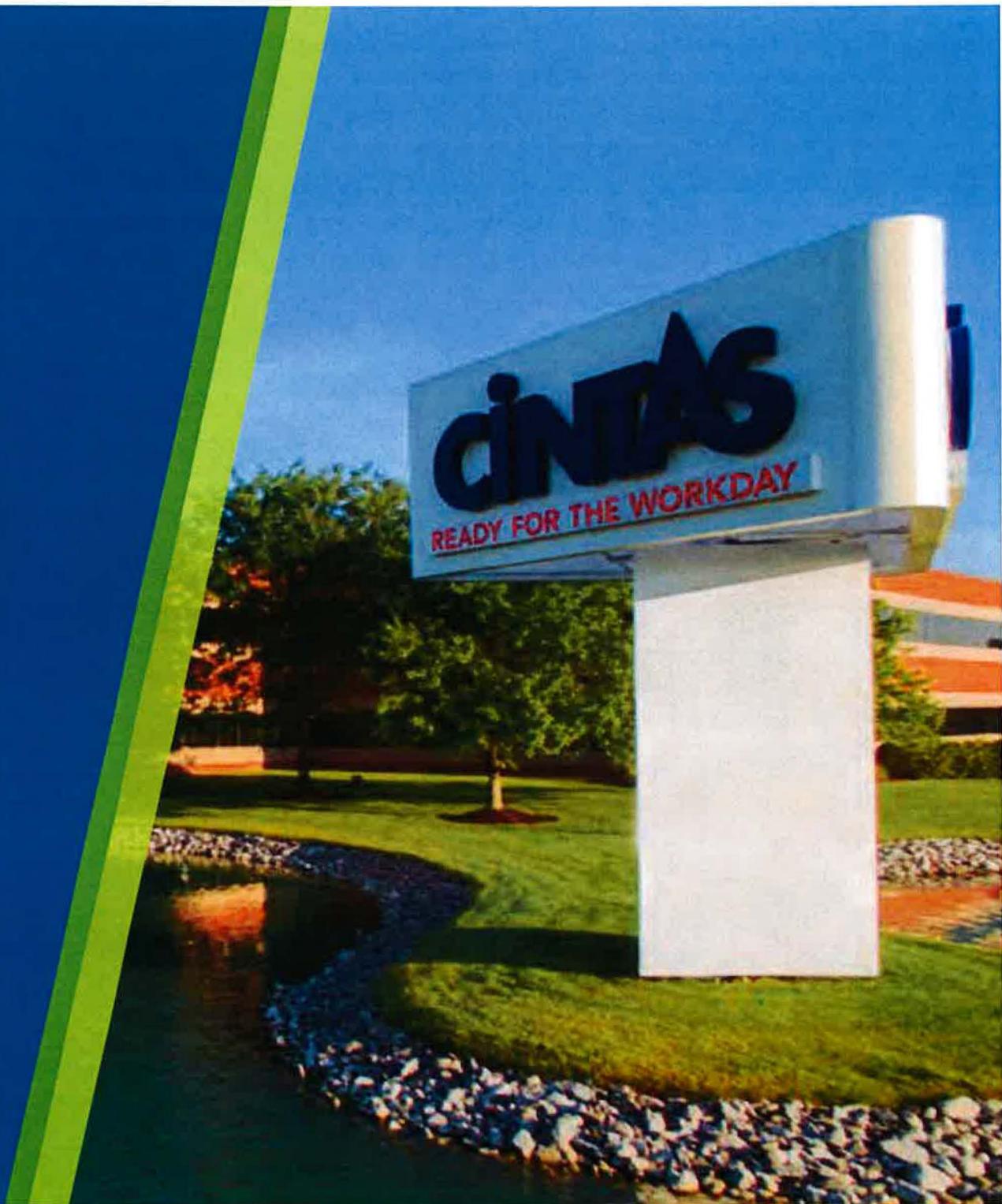


2021

ESG REPORT

THE CINTAS ESG JOURNEY
BUILDING ON OUR **HISTORY**
AND **ACHIEVEMENTS** AS WE
PREPARE FOR THE **FUTURE**

CINTAS ESG



2021 HIGHLIGHTS

ENVIRONMENTAL HIGHLIGHTS



Reduced our total energy usage by **6.9% from FY20**

Lowered our water consumption by **5.1% from FY20**



Diverted 94.4% of our waste from landfill through various reuse and recycle efforts

SOCIAL HIGHLIGHTS

Spent \$387.7 million with diverse suppliers, representing 16.9% of our total supplier spend – both company records



Lowered our employee-partners' Total Recordable Injury Rate (TRIR) to **1.70, the company's best-ever mark**

Donated \$3.8 million worth of PPE and other safety products to local communities to support COVID-19 programs



AWARDS AND RECOGNITION



Ranked No. 410 on the 2021 Fortune 500, our highest-ever ranking



Recognized as one of *Forbes'* **"Best Employers for Diversity"**

Ranked No. 6 on *Selling Power's* **"50 Best Companies to Sell For"** list



Named a "Best Place to Work for Disability Inclusion" by the Disability Equality Index

FORWARD-LOOKING STATEMENTS

This Cintas Corporation 2021 Environmental, Social, and Governance (ESG) Report contains forward-looking statements. The Private Securities Litigation Reform Act of 1995 provides a safe harbor from civil litigation for forward-looking statements. Forward-looking statements may be identified by words such as "estimates," "anticipates," "predicts," "projects," "plans," "expects," "intends," "goal," "target," "forecast," "believes," "seeks," "ambition," "could," "should," "may," and "will," or the negative versions thereof and similar words, terms, and expressions and by the context in which they are used. Such statements are based upon current expectations, estimates, and projections of Cintas and speak only as of the date made.

You should not place undue reliance on any forward-looking statement. We cannot guarantee that any forward-looking statement will be realized. These statements are subject to various risks, uncertainties, potentially inaccurate assumptions, and other factors that could cause actual results to differ from those set forth in or implied by this ESG Report. Factors that might cause such a difference include, but are not limited to: our ability to successfully meet our environmental and social goals presented in this ESG Report within the expected timeframe, including our Net Zero greenhouse gas (GHG) goal, due to a number of risks and uncertainties, such as: changes in laws, regulations, or public policy; the alignment of the scientific community on measurement approaches; the evolution of technology; the complexity of commodity supply chains and adoption

of supply chain traceability practices and tools; the quality of recycling and waste management infrastructure in local markets; the volatility of markets for recycled materials; the capital and operating cost of implementing recycling and waste management technologies; and the risks, uncertainties, and other matters included in our Annual Report on Form 10-K for the year ended May 31, 2021 and in our reports on Forms 10-Q and 8-K that we file with the U.S. Securities and Exchange Commission. Cintas undertakes no obligation to publicly release any revisions to any forward-looking statements or to otherwise update any forward-looking statements, whether as a result of new information or to reflect events, circumstances, or any other unanticipated developments arising after the date on which such statements are made, except otherwise as required

by law. The risks and uncertainties described herein are not the only ones we may face. Additional risks and uncertainties presently not known to us or that we currently believe to be immaterial may also harm our business. Investors should not interpret the disclosure of any risk factor to imply that the risk has not already materialized.

The company goals presented in this ESG Report are aspirational and not guarantees or promises that such goals will be met. Statistics and metrics related to ESG matters are estimates and may be based on assumptions or developing standards.

Inclusion of ESG-related or other information in this report is not an indication that such information is necessarily material to investors.

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WELCOME

Welcome to our 2021 Environmental, Social, and Governance (ESG) Report, the latest annual report in which we share our ESG journey, including our performance, successes, and opportunities, with our shareholders, customers, employee-partners, communities in which we do business, and other interested parties.

As we committed to doing in 2020, we have expanded our reporting this year to include further data and more details about our ESG journey. The 2021 report includes:

- Climate and Energy Initiatives
- Water Interactions
- Materials and Waste Innovations
- Sustainable Supply Chain
- Diversity and Inclusion Efforts
- Employee-Partner Development
- Safety and Health Strategy
- Human Rights and Labor Rights Positions
- Governance, Ethics, and Integrity Foundations

As we progress on our ESG journey, we expect to continue expanding our reporting, insights, and analysis in future editions of our annual ESG Report.

Thank you for your interest in Cintas. We invite you to learn more about our ESG-related initiatives in the overview that follows.



OUR ESG-FOCUSED PRODUCT & SERVICE INITIATIVES

Our products and services are created with sustainability and a “Reduce, Reuse, Recycle” mentality. This approach is embedded throughout our business units:

UNIFORM RENTAL



- Significant water and energy efficiencies compared to traditional at-home laundry process
- Proprietary processes reduce wash chemical, water, and energy requirements
- Process improvements reduce quantity of wash loads
- Environmentally friendly detergent

FACILITY SERVICES



- Offer Green Seal-certified products
- Provide “Designed for Environment” (DfE) chemicals
- Package-free products
- Microfiber towels reduce need for disposable products
- Offer floor mat products made from 50% recycled content

FIRST AID & SAFETY



- Product line supports customers’ health and wellness needs
- Offer certified training in lifesaving techniques
- Offer products containing recycled materials when possible
- Waterbreak system encourages reusable containers to reduce or eliminate plastic bottle usage
- Distribution centers recycle corrugated/plastic waste
- Donate overstock PPE and safety items to various charities

FIRE PROTECTION



- Alarm and suppression systems provide lifesaving protection
- Exit lighting systems support safe evacuation in case of emergencies
- Offer extinguisher exchange program
- Recycle Halon gas, sealed lead acid batteries, aluminum, steel, and brass from old extinguisher units

DESIGN COLLECTIVE



- More than 100 uniform styles made from sustainable materials
- Proprietary ComfortFLEX® fabric made from recycled polyester
- Regeneration Collection™ made from recycled plastic bottles
- Collect customers’ old garments and turn them into Martex Fiber
- Upcycling and repurposing end-of-life garments

ESG IS CENTRAL TO CINTAS

The concept of corporate social responsibility has evolved in recent decades. Where the concept once explained a company's commitment to philanthropy and responsible social practices, it now also incorporates its environmental impact, how it governs itself, and how it monitors compliance. Public interest in companies' holistic environmental, social, and governance – or ESG – strategy is a relatively recent and evolving concept.

At Cintas, we view our entrance into formal ESG reporting and the development of our company-wide ESG strategy as the latest steps in our progression.

That's because many of the core ESG concepts we now measure and report have been engrained in our company for decades. These foundations are rooted in our corporate culture and in our "Reduce, Reuse, Recycle" mindset.

Our sustainable business model began almost 100 years ago at the very origin of the company and has continued to evolve in everything we've done since. So this development isn't a drastic leap for us. Rather, it's a natural evolution of our long-standing business practices.

OUR ORIGINS

The company's sustainable principles date back to our origins in 1929 during the Great Depression. Out-of-work circus performers Doc Farmer and his wife Amelia gathered dirty shop rags that local businesses had thrown away,

brought them home to wash, and sold the clean rags back to companies in the Cincinnati area. Unknowingly, they created a local circular economy and the resourceful spirit that Cintas is known for today. They also created our sustainable business model.

As the company grew, their grandson, Richard "Dick" Farmer, created a burgeoning work uniform rental operation in 1959. This implemented the same business model, and provided an easy, affordable, and sustainable option for companies to outfit their employees. By renting businesses their uniforms, he realized we could extend the life

of the garments, wash and dry them more responsibly and sustainably than employees could at home, and preserve natural resources in the process. His vision launched the company on its current path of success and confirmed that a sustainable business idea could be successful in the modern day ... an idea ahead of his time.

Further expansions into facility services, first aid and safety, and fire protection under subsequent CEOs – Bob Kohlhepp (1996-2003) and Dick's son, Scott Farmer (2003-2021) – deepened the company's model further. Cintas' new offerings were based on reusing and recycling

end-of-life products and reducing the overall use of natural resources. They also introduced products and services that help our customers keep their own facilities, employees, and customers cleaner, safer, and healthier.



Scott Farmer (CEO 2003-2021), Dick Farmer (CEO 1968-1996), Bob Kohlhepp (CEO 1996-2003)



Doc and Amelia Farmer



Dick Farmer with an employee-partner in 1961

WHO WE ARE AND WHAT WE DO

Dick Farmer – who we credit as the Founder of the modern-day Cintas – documented and formalized our corporate culture in his book *The Spirit Is The Difference* (see pg. 12). His philosophy still carries forward today and underpins our business.

The Spirit Is The Difference is a handbook describing how we run our business. Its central themes are collaboration and common respect, both for our people and the world around us. Respecting and valuing one another and each other’s contributions to our business is paramount. Over time, this has led to fantastic employee-partner engagement, great retention rates, a world-class safety program, and a widely respected management philosophy. All of this has supported our ongoing innovation, which has helped minimize the environmental impact of our business.

Our steadfast belief in doing what’s right guides our efforts to foster a supportive, inclusive environment for all our employee-partners. They’re engrained in all of our decisions: we carefully consider potential impacts on them as carefully as we consider potential impacts on our overall business. Our care and compassion also extend to people affected by our business, including our customers, suppliers, vendors, and business partners.

We expect ethical interactions with all stakeholders (see pg. 14). We also insist on being a good corporate citizen and steward by governing ourselves with the core principles of accountability, fairness, ethical behavior, and compliance.

In short, we believe we conduct our business the right way.

TODAY’S CINTAS

Doc and Amelia’s ingenuity and environmentally focused activities of almost 100 years ago remain at the core of our company in 2021. As we’ve grown, we’ve enacted processes and policies to promote conducting our business with the highest ethical standards and keeping people central in all our decisions.

Our business growth has been buoyed by our ESG mindset. Today, Cintas:

- Incorporates sustainable practices throughout our operations
- Extends the lifespan of consumable goods to reduce their overall environmental impact
- Cleans items more effectively and efficiently than the consumer market and our competitors^{1,2}
- Provides higher-performance, longer-lasting alternatives to disposable or single-use products
- Offers competitive wages and salaries; expansive benefits packages; and ongoing support, training and development opportunities to all of our employee-partners



- Supports and promotes the health, safety, and welfare of our employee-partners, as well as our customers and their employees
- Engrains ourselves in the communities in which we do business by owning and maintaining property and capital equipment; being fair taxpayers; and supporting local initiatives and community priorities.

We’re proud that our history of ingenuity and innovation has resulted in industry-leading practices and continued reductions in natural resource use. Considering environmental impacts in our business decisions has been a successful strategy, and beneficial to our financial success.

When a customer uses Cintas services or wears our uniforms, they have chosen to minimize their environmental footprint. Of the four available options in the market – Cintas, our competitors, disposable items, or do-it-yourself solutions – Cintas is the most energy and water efficient, reuses more materials, and needs fewer raw materials than other options.

For our customers, that means we help them reduce their environmental footprint. For those who consider home laundry options, traditional at-home laundering and drying uses an average of 84% more water and 69% more energy than we do.³

¹ See pg. 68: Appendix > Referenced Calculations > Cintas vs. At-Home Laundry Comparisons.

² See pg. 68: Appendix > Referenced Calculations > Cintas vs. TRSA Industry Comparisons.

³ See pg. 68: Appendix > Referenced Calculations > Cintas vs. At-Home Laundry Comparisons.

WHAT'S NEXT?

The concepts of operating a sustainable business and making environmentally conscious decisions are not new to us. We have continually improved our environmental management, our people strategies, and our management processes. As ESG priorities have become more clearly defined and this holistic measure of business has evolved, we've been watching, listening, and learning.

Now we're joining the conversation in a more meaningful way: we're defining, measuring, and creating formal strategies centered on ESG principles.

What we've accomplished so far is only the beginning. We've already been successful, but we're still at the start of our journey – one that will be further rooted in ESG platforms and concepts. One of our core company values ([see pg. 13](#)) is positive discontent. It pushes us to do more, be better, and have a greater positive impact in our world.

Our new ambition to achieve [Net Zero greenhouse gas \(GHG\) emissions by 2050](#) is just the next step in our young journey. What started in 2019 as an effort to collect and analyze our company data for our first ESG Report continues today as an enterprise-wide business review that is expected to continue into 2023.

In August, we created our [new Vice President of ESG and Chief Compliance Officer \(CCO\) position](#) and finished a multiple-department reorganization to form a new Risk & Compliance Department that reports to the new VP of ESG and CCO. This group will define and implement our ESG strategy, activities, monitoring, and compliance.

As our enterprise-wide assessment continues, we will continue to review our processes in the context of the

developing ESG landscape. We expect to identify further opportunities to reduce our environmental impact, and to make even greater operational reductions in energy, emissions, water, raw materials, and waste. We also expect to bolster our initiatives around diversity and inclusion, human capital, safety and health, and our governance objectives, among other areas.

Our company has been based in ESG-related principles since the beginning. Each new chief executive introduced initiatives that strengthened our commitments to the environment, our people, and our processes.

Now, Todd Schneider – our new President and CEO – sets out his vision for our future on the following pages.



A MESSAGE FROM OUR CEO

“We believe this is an excellent opportunity to talk about what we’ve accomplished and the advancements we’ve made that have pushed us and our industry.”

The word “unprecedented” has become far too common in the last two years.

First, we have rallied against a global pandemic that has challenged us to focus on health and safety in new and innovative ways. Communities have come together to withstand wave after wave of a deadly virus as our global scientific and research communities worked together to develop the greatest weapon against COVID-19: vaccines.

Simultaneously, we have faced unparalleled weather events. COVID-19 has been the primary focus of our collective attention over the last two years, but the increasing cadence of weather catastrophes – heat waves, cold spells, severe storms, wildfires, hurricanes, blizzards, and droughts around the globe – can’t be ignored.

This summer, the United Nations’ working group released a report emphasizing that climate change and global warming are worsening at accelerating rates and that increased efforts to mitigate their impacts were necessary.

We recognize that climate change is a global issue. As a good corporate citizen, we should consider and engage in activities and initiatives that help reduce our environmental impact. To that end, in September 2021, we announced our ambition to [achieve Net Zero GHG emissions by 2050](#).

As a company, we believe this is a natural next step for us since the business model we have utilized for almost a century is based on sustainable business practices and a “Reduce, Reuse, Recycle” mindset.

Given our business and industry, we understand that achieving Net Zero is ambitious, but we are committed to doing our part to innovate and explore new technologies that will be necessary along this journey. We’ll need to scrutinize our operational processes – including the energy sources we use and our fleet – and we’ll need the support and buy-in of our supply chain partners.

This will not be an overnight process – it will be a journey. 2050 is almost 30 years away. This is going to take time, attention, resources, and dedication. Our Net Zero ambition will challenge our entire company to think even more critically about our business and create more sustainable ways to help our customers get **Ready for the Workday®**.

Our corporate culture ([see pg. 32](#)) is based on doing what’s right and using positive discontent to challenge ourselves to be better. In line with this, we have made significant reductions to our environmental footprint. We’ve innovated and implemented new and improved processes, including our Operational Excellence initiatives that increase our “Capacity without Cost” ([see pg. 26](#)).



The scientific and research communities are laser-focused on the same issues. We believe Cintas can leverage their findings and breakthroughs, combine them with our own innovations, and drive further improvements on our environmental and societal impacts as we march toward 2050.

While we're certainly excited to tackle the challenges ahead, we are immensely proud of what we've achieved so far. Sometimes we don't take enough credit for our efforts to reduce our environmental impact; foster an inclusive, supportive atmosphere for our employee-partners; and position ourselves as a moral, ethical, and model company. We believe this is an excellent opportunity to talk about what we've accomplished and the advancements we've made that have pushed us and our industry.

We do many, many things in a world-class way at Cintas, but we cannot be complacent. We must continue to push and stretch ourselves to be better and make stronger impacts, in an upstanding, admirable way.

Doc and Amelia Farmer's story is central to our ESG story. Each of our leaders who have followed has built on their ingenuity and engrained sustainability and other ESG concepts deeper into our business. The innate connection between smart business practices and sustainable activities is central to Cintas' past, present, and future, and helps separate us in the marketplace.

This report is a snapshot of our efforts and the foundation for our journey ahead. We call this our ESG journey, and it's just getting started.

Having the context of where we've come from and where we intend to go, we welcome you to review our 2021 ESG Report.

Thank you for your continued support.



Todd Schneider
President and Chief Executive Officer

"This will guide us into the future and continue to position Cintas as a responsible global citizen."



A FEW WORDS FROM OUR VICE PRESIDENT OF ESG AND CCO

ESG is a quickly evolving area with increasing attention from many different stakeholders, and I'm honored to be tasked with leading Cintas' activities in this area. We already have many successful initiatives in place, triggering improvements in our own processes and across our industry over the years.

Our ongoing efforts in sustainability and resource reduction, diversity and inclusion, health and safety, and compliance with laws and regulations are a tremendous foundation on which we will base our future. And we intend to reinforce our reputation for world-class programs in these areas as we move forward.

As we continue our ambitious review of our business, we will start to develop a new, comprehensive, and integrated ESG strategy. This will guide us into the future and continue to position Cintas as a responsible global citizen.



Christy Nagelolson
Vice President of ESG and Chief Compliance Officer



ABOUT THIS REPORT

The 2021 Cintas ESG Report is the company's second such report to be published and includes information and performance data from June 1, 2020, through May 31, 2021, unless otherwise stated. We intend to produce this report annually.

Energy, emissions, and water data is reported for our Rental division operations in the United States,⁴ which encompasses our uniform rental and facility services activities. U.S. Rental operations⁵ represent about 93% of our Rental division FY21 revenues and 74% of our FY21 company revenues. Social and governance topics cover our entire organization.

All financial references and data are noted in U.S. dollars. We further define terms used and annotate additional references and reporting methodologies in the Appendix at the end of this report.

The report has been prepared referencing Global Reporting Initiative (GRI) Standards. A full listing of the GRI Disclosures relevant to Cintas is available in the Appendix.

Data included in this report is updated through the close of FY21, unless otherwise noted. Cintas is not obligated to update the 2021 report after its initial release on November 16, 2021, but reserves the right to make edits if necessary.

Some previously reported environmental data has been updated since the 2020 report's release.

- Minor calculation adjustments have been made to reflect more accurate location-based emissions data from each specific utility company for the years reported. In 2020, our data used country averages in our emissions calculations.
- Our reported energy and emissions data sets were expanded to include all U.S. Rental locations⁶ in operation during the reporting periods – including branches. In 2020, we reported environmental data only for our Rental processing locations.
- Data has been captured for the U.S. Rental fleet and incorporated into the energy and emissions data for the reported years. Fleet data was not reported in 2020.

- Further, water data has been converted to megaliters (ML) for our 2021 reporting after being reported in kilogallons (kgal) in our 2020 report.
- Finally, we have created a new intensity metric that leverages revenues as a denominator for our emissions, energy, and water intensity values. This will help us reflect our company's business and growth as we continue to expand our reporting in future years. In our 2020 report, those values were calculated as a function of hundredweight (Cwt)⁷ of processed poundage.

Further, our environmental performance has demonstrated continued improvements from FY19 through FY21. However, the COVID-19 pandemic's effect on our performance and data cannot be completely isolated from other efficiency and process changes that contributed to performance improvements. The COVID-19 pandemic began in the fourth quarter of FY20 and continued during all four quarters of FY21.⁸

For more information about Cintas' 2021 ESG Report or if you have questions, please contact us at ESG@cintas.com, or through your normal stakeholder communications platform.

FURTHER INFORMATION

- [FY21 Cintas Form 10-K](#)
- [2021 Proxy Statement](#)
- [cintas.com](https://www.cintas.com)
- [cintascares.com](https://www.cintascares.com)
- [Cintas Investor Relations](#)
- [Cintas 2020 ESG Report](#)

⁴ See pg. 66: Appendix > Definitions > Rental division operations in the United States.

⁵ See pg. 66: Appendix > Definitions > U.S. Rental operations.

⁶ See pg. 66: Appendix > Definitions > U.S. Rental locations.

⁷ See pg. 66: Appendix > Definitions > Hundredweight (Cwt).

⁸ See pg. 67: Appendix > Notes & Methodologies > COVID-19 Effect on Data and Performance.

THIS IS CINTAS

Cintas Corporation helps more than one million businesses of all types and sizes get **Ready for the Workday®** with confidence. Our products and services help keep our customers' facilities and employees clean, safe, and looking their best.

The origins of our family business (see pg 5) date back to 1929 and the Great Depression, when Doc and Amelia Farmer collected, washed, and resold shop rags around Cincinnati. The modern-day Cintas evolved in 1968 when Richard "Dick" Farmer's new uniform rental programs were launched and used an exclusive new fabric. With Dick's uniform rental concept anchoring growth, Cintas established itself as a power in the developing business services industry. Dick took the company public in 1983, and later CEOs Bob Kohlhepp and Scott Farmer continued to grow the company with expansions into facility services, first aid and safety, fire protection, and uniform direct sales.

Headquartered in Cincinnati, Ohio, Cintas common stock is traded on the Nasdaq Global Select Market under the symbol CTAS and is a component of both the Standard & Poor's 500 Index and Nasdaq-100 Index. The company ranked No. 410 on the 2021 Fortune 500.

Operating in North America, our customers range from small service and manufacturing companies to major corporations employing thousands of people. With such a diverse customer base, no single customer accounts for more than 1% of our total revenue.

We service our customers through four business units: Rental (Uniform Rental and Facility Services), First Aid & Safety, Fire Protection, and Design Collective. Our range of products and services includes uniforms, mats, mops, towels, restroom supplies, workplace hydration offerings, first aid and safety products, automated external defibrillators (AEDs), eyewash stations, safety training, fire extinguishers, sprinkler systems, and alarm services.

FY21 IN NUMBERS

 **\$7.11 billion** in sales

 **\$1.11 billion** net income

More than 1 million customers in the U.S. and Canada



Approximately **11,000** local delivery routes



Approximately **40,000** employee-partners

460 operational facilities



More than 90% of our sales from U.S.-based operations



13 distribution centers



THE SPIRIT IS THE DIFFERENCE

Our guiding principles are carefully outlined in *The Spirit Is The Difference*, a book based on the personal insights of our Founder Richard “Dick” Farmer. The publication is referenced frequently by executive leadership and management.

While the idea of an ESG strategy would become popular decades later, the philosophy on which Dick based our company’s management structure was very much ESG-centric. He was ahead of his time.

The Spirit Is The Difference explains how we continually strive to prioritize long-term company value, keep our people involved and central to all our decisions, and operate in an ethical, moral, and compliant manner. These three concepts define ESG and bring our corporate culture into greater focus.

To understand how ESG has been embedded in our company from our beginnings, it helps to understand more about us – and the people behind the company.

At Cintas, we don’t refer to each other as employees, staff, or colleagues; we refer to each other as partners. The term

partner describes the mutual trust and respect we have for each other, and the values and culture responsible for our accomplishments. Considering each other as partners in our collective success is crucial to how we operate, and it’s the foundation of our corporate culture. It’s what makes Cintas so unique and special.

Our unique culture at Cintas is just as essential as our products and services. In fact, it makes all the difference, impacting the quality of the employee-partners we hire; the way we communicate and interact with each other, our customers, and our suppliers; and our world-class performance standards.

We credit our success to our corporate culture. It’s the cornerstone of our values, our behaviors, our way of working, and how we approach our business. It’s central to creating and maintaining strong relationships, and a dedication to taking care of one another.

Our culture has three elements: our Principal Objective, our corporate character, and our management system.

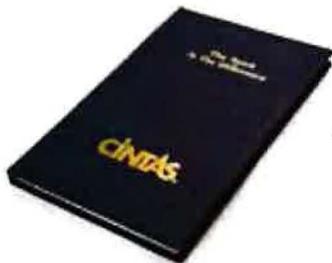
OUR PRINCIPAL OBJECTIVE

Dick Farmer believed that organizations needed a guiding principle on which to base all decision-making and that without it, they were doomed for failure.

With this in mind, our Board of Directors established our Principal Objective in 1979:

This statement is woven throughout our entire company, gives our organization direction, and clearly defines our expectations and standards for our management team. Decisions made by the company are measured against our Principal Objective.

“ We will exceed our customers’ expectations to maximize the long-term value of Cintas for its shareholders and working partners.”



Dick Farmer meets with production employee-partners

OUR CORPORATE CHARACTER

We've carefully considered the characteristics and behaviors we want and aspire to exhibit to each other, to our customers, and to the communities in which we do business. These include the following.

- **Honesty and integrity in everything we do:** We do not cheat each other, our customers, or our community. We give honest answers and an accurate accounting of ourselves.
- **High ethical and moral values:** We believe in strict separation of business and personal affairs. We are very careful about gifts, entertainment, and business courtesies. We do not want to do anything that could place us in a compromising position or cause us to lose our objectivity. We encourage employee-partners to use these basic but insightful questions for guidance:
 - Is it legal? Am I complying with law or company policy?
 - How will it make me feel about myself?
 - How will I feel if my decision is made public?
 - Will I feel good if my family knows about it?
- **Full compliance with all governmental laws and regulations:** After first making sure that we understand the governmental laws and regulations that we face in business, and our options in relation to them, we work to comply. There is no other way to run a business.
- **Thoroughness:** If it's worth doing, it's worth doing right and deserves thorough attention.
- **A Spartan attitude about our business:** We look at every cost very carefully and ask ourselves, "If I were buying this with my own money, would I spend it on this?"
- **Doing what's right, not what's expedient:** We don't target short-term gains at the expense of long-term value. Instead we focus on what is the right thing to do.
- **Humility and respect for all employee-partners:** Everyone at Cintas makes vital contributions to our success. We recognize the potential in every human being and are careful to involve everyone. We want each employee-partner to be a confident, contributing member of the team. Leaders don't have all the answers and many times, the smartest and best solutions can come from the front lines where the work is being performed.
- **Professional appearance:** We have a dress code at all our facilities and believe outward appearances of our people, facilities, and vehicles say a lot about us and our company.
- **Courtesy:** A hallmark of our interactions is plain common courtesy – good manners and politeness. We believe nice people attract nice people and courtesy is contagious. This is especially true in a service business like ours.
- **Enthusiasm:** Positive attitudes and optimism are a must in a fast-paced environment like ours. A positive outlook goes a long way in cultivating success.
- **Competitive urgency:** Exceeding the needs of our customers and fellow employee-partners is a simple, overriding business necessity. We should attend to details of our business with a sense of urgency, enthusiasm, professionalism, and thoroughness.

- **Positive discontent:** We're never satisfied with the status quo, or content to leave things as they are. We're always seeking improvements to our processes, systems, products, and services.

OUR MANAGEMENT SYSTEM

We're guided by a dynamic management system, with policies and procedures that help promote our ongoing reliability and operational consistency. However, we still provide leeway and guidance to help our employee-partners to make decisions that best suit our customers and business needs.

In fact, we're a company of systems built on established ways of doing things. Our policies and procedures are specific guidelines describing how to handle certain recurring situations. Our management system is the constitution upon which we run our business and it guides us through what we should and should not do.

At Cintas, we firmly believe our corporate culture – our people and the principles, values, and behaviors we cultivate and share – is responsible for our success. And we believe the ongoing viability of our culture will have the greatest impact on our future accomplishments.

The Spirit of Cintas truly is the difference!



STAKEHOLDER ENGAGEMENT

Our Principal Objective ([see pg. 12](#)) clearly identifies the three groups we consider our primary stakeholders: customers, employee-partners, and shareholders. At Cintas, each is equal to one another. In addition, we have a diverse group of other stakeholders around the world that matter to us and our business. Their opinions and interactions with us provide us with other viewpoints that inform our business decisions. These groups include the people who manufacture our products, the communities in which we do business, the not-for-profit organizations we engage with, and the government officials who influence and set public policy. Below is an overview of our key stakeholder groups and our engagement activities with them during FY21.

EMPLOYEE-PARTNERS



HOW WE ENGAGE

- One-on-one, team, and company meetings
- Annual performance reviews
- Executive leadership emails and videos
- Personal and professional development and trainings
- Direct interaction (Open Door Policy and management by walking around)
- Social media
- Engagement surveys
- Listening sessions
- Direct Line/Hotline (confidential and third-party monitored)
- Cintas Spirit Day and other holiday and milestone celebrations and acknowledgments
- Volunteerism
- Local committee participation

TOPICS RAISED

- Competitive wages and benefits
- Diverse and inclusive workforce
- Worker health and well-being
- Safety and health
- Learning and development
- Environmental and social impacts
- Partner-centered support, including Cintas Partner Assistance Fund
- Review of how we do business: Cintas' Principal Objective, Corporate Characteristics, and Policies and Procedures
- Our ongoing management of COVID-19-related issues

CUSTOMERS



HOW WE ENGAGE

- Regular face-to-face interactions as we provide service
- In-person and virtual meetings to review account and progress on goals
- Customer Service and 1-800 number direct interactions
- *myCintas.com* customer portal
- Market research including Net Promoter Score (NPS) survey and focus groups
- Social media monitoring and engagement
- *cintas.com* and *cintascares.com*
- Marketing efforts, including national television, radio, and online ad campaigns

TOPICS RAISED

- Product and service offerings
- Quality of products and services
- How Cintas products and services impact the end user
- Business continuity
- Sustainable business practices
- Supply chain management
- Customer service issues and requests
- Employee-partner diversity and supplier diversity
- Governance issues
- Our management of COVID-19-related business practices

SHAREHOLDERS



HOW WE ENGAGE

- Annual meeting of shareholders
- Financial filings (proxy statement, Form 10-K, etc.)
- Quarterly earnings conference calls
- Investor relations calls as requested
- Investor conferences and forums
- Dividends
- Media engagement
- Facility tours and virtual tours
- Proactive visits to shareholders (in-person and virtually)

TOPICS RAISED

- Financial performance
- Business and market conditions
- Allocation of capital
- Corporate governance
- Executive compensation
- ESG reporting
- Environmental impacts
- Diversity and inclusion
- Human capital management
- Human rights and labor practices
- Supply chain management
- Data security and privacy
- Civic activity
- Community and philanthropic activities
- Our continuing response to COVID-19

PHILANTHROPIC AND COMMUNITY ORGANIZATIONS



HOW WE ENGAGE

- Community partnerships and volunteerism
- Participation in conferences and forums
- Collaborations to advance shared priorities
- Strategic relationships
- Philanthropic investments
- Community dialogues

TOPICS RAISED

- Philanthropy
- Economic opportunity
- Safety, preparedness, and response
- Diverse and inclusive workforce and workplace
- Environmental impacts

SUPPLIERS



HOW WE ENGAGE

- Regular meetings
- Trainings
- Vendor Code of Conduct
- Periodic audits

TOPICS RAISED

- Product quality and consistency
- Regulatory compliance
- Supply chain management
- Performance reviews
- Transparency and disclosure
- Materials and packaging
- Innovation and idea sharing
- Environmental impacts
- Human rights and labor practices
- Supplier diversity
- Supplier mentorship and development

GOVERNMENT OFFICIALS AND PUBLIC POLICY INFLUENCERS



HOW WE ENGAGE

- Meetings with local officials in our markets
- Letters and testimonials (submitted and in-person)
- Membership and participation in trade associations and policy-based organizations
- Meetings with federal- and state-elected officials and other policy influencers
- Cintas Partners' PAC
- Facility tours and virtual tours

TOPICS RAISED

- Employment and labor
- Infrastructure
- Trade
- Taxes
- Climate and energy
- Diversity and inclusion
- Sustainability
- Trademarks
- Safety and health
- Community engagement

OUR CONTINUED COVID-19 RESPONSE

As the COVID-19 pandemic continued throughout FY21, we expanded our commitment to supporting our employee-partners, our customers, and the communities in which we do business. Through our wide range of essential services and products, we were committed to doing our part to support our nation's response to the pandemic.

PROTECTING OUR EMPLOYEE-PARTNERS

To support our employee-partners' ongoing essential work, we:

- Enhanced precautions at Cintas locations and customer sites through rigorous cleaning protocols and safety practices
- Provided PPE to employee-partners
- Implemented work-from-home schedules for those employee-partners whose position allowed for it
- Instituted a pay protection program for employee-partners whose pay was dramatically affected by the pandemic
- Expanded short-term disability benefits
- Donated \$2 million to the Cintas Partner Assistance Fund
- Continued to provide yearly merit increases to front-line employee-partners throughout the pandemic
- Eliminated officer bonus payments and reduced named officer salaries by 10% to help protect as many jobs as possible and ensure our ability to provide yearly merit increases to our front-line employee-partners
- Encouraged vaccines and provided educational and scheduling resources

SUPPORTING OUR CUSTOMERS

To remain a reliable partner in our customers' ability to get **Ready for the Workday®**, we:

- Continued delivering essential products and crucial services to front-line businesses throughout the pandemic, including hospitals, laboratories, food suppliers, grocery stores, and utility services
- Accelerated production and expanded sourcing of hand sanitizers, masks, and gloves, to assist customer access to these hard-to-find products when they were hard to obtain elsewhere
- Expanded our facility services to include new electrostatic disinfectant services, and spray disinfectant and sanitizer spray services
- Launched the Total Clean Program™, combining essential cleaning supplies, hygienically clean laundering, and UltraClean® on-site services

SERVING OUR COMMUNITIES

To support the communities in which we do business and our philanthropic partnerships, we:

- Donated \$3.8 million worth of products – including masks, gloves, and hand sanitizer – to help protect community members from COVID-19
- Actively supported schools, medical professionals, police officers, firefighters, and emergency medical technicians in our local communities



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ENVIRONMENT

Environmental consciousness is in our roots, with our company origins in a business practice that reclaimed and reused shop rags from local factories. To this day, we strive to minimize our environmental footprint and preserve natural resources while considering the current and future impacts on our employee-partners and our customers, and the communities in which we do business.

As part of our [new ambition to achieve Net Zero GHG emissions by 2050](#), we

will identify strategies to reduce our Scope 1 and 2 GHG emissions and explore opportunities to reduce Scope 3 GHG emissions from our supply chain. We will also continue to identify ways to reduce energy, water, raw materials, and waste throughout our business. We remain committed to innovating and exploring new technologies that will be necessary in our Net Zero journey.

To increase the positive impact we have on the environment, we have begun investing in our fleet and introducing

vehicles that don't consume carbon-based fuel, and we're rolling out "Smart Truck" technology to improve our route planning, which will help decrease fuel use, increase fuel efficiency, and lower emissions.

In our facilities, we continue our work to reduce our carbon footprint by identifying ways to lower our energy use. We have also been successful in improving water conservation throughout our operations and are exploring ways to increase reuse in an

effort to further lessen our overall water withdrawal rates. Our "Zero Waste Program" ([see pg. 29](#)) is helping to divert thousands of tons of waste from landfill.

By innovating with materials, we are exploring ways to create circular economies – and even closed-loop systems – for our apparel.

Our humble, sustainable beginnings almost 100 years ago remain the foundation for our business processes today.

CINTAS VS. AT-HOME LAUNDERING

Our laundering process is more water- and energy-efficient than traditional at-home laundering processes. Not only do we utilize fewer natural resources when processing the same amount of laundry compared to at-home launderers, we're also able to maximize our load sizes to reduce our total number of wash cycles, which further helps reduce our overall environmental impact. In short, we're able to wash much more with much less.

Traditional at-home laundry processes draw, on average:

1.90 gallons of water Traditional At-Home Laundering	1.03 gallons of water Cintas
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84% more water than Cintas

2,143 Btu of energy Traditional At-Home Laundering	1,530 Btu of energy Cintas
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69% more energy than Cintas

Greater detail about the comparisons between Cintas' laundering process and at-home laundering can be found in the Appendix on [pg. 68](#).

CINTAS: THE BEST OPTION

Our wide range of products and services not only help our customers get **Ready for the Workday®**, but also help them save money while offering them a more environmentally considerate choice.

Our uniforms and apparel solutions are prime examples of these savings.

There are four options available in the market when it comes to laundering:

- Cintas
- Our competitors⁹
- Disposable items
- At-home laundering or do-it-yourself options¹⁰

Of these choices, Cintas is the most water- and energy-efficient.

In addition, soils and effluents from home laundering are discharged

directly into the sanitation system, while our facilities must meet local regulations and permitting standards that require us to remove these substances from the wastewater before it is discharged.

Even despite recent developments in home washing – from low-temperature detergents to more efficient machines – using Cintas' uniform services reduces the overall environmental impact of obtaining, washing, and maintaining them.

⁹ See pg. 68: Appendix > Referenced Calculations > Cintas vs. TRSA Industry Comparisons.

¹⁰ See pg. 68: Appendix > Referenced Calculations > Cintas vs. At-Home Laundry Comparisons.

THE IMPACT OF COVID-19 ON INTENSITY MEASURES

In FY21, our emissions, energy, and water intensities all saw reductions of at least 5.6% over our FY20 values when indexed by our new revenue metric. Although we realized reductions in our environmental intensities, we believe the reductions were not as large as they might have been in the absence of the COVID-19 pandemic.¹¹

Many of our customers are non-essential businesses that had varying abilities to operate during state and local quarantine orders, which impacted the mix of items processed by our Rental facilities. This resulted in a significant reduction in items that used standard, lower-intensity cleaning processes, including general uniforms, and garments and mats.

At the same time, we met a dramatic increase in demand for our hygienic cleaning processes, fulfilling the increased needs of many essential businesses – including hospitals, medically related businesses, and food service providers.

Additionally, the proportion of uniforms from public utility and municipal customers rose in comparison, and these garments tended to be dirtier and required more cleaning.

The effect of these temporary conditions increased the number of rinse cycles necessary – as well as the water temperature required – to achieve the necessary level of cleaning. This increased both our water and our energy usage in FY21. While our total poundage laundered in FY21 decreased, the total energy and water required to launder the same poundage increased per Cwt over FY20.¹²

Greater detail about the impact of COVID-19 on our efficiencies, indexed by poundage, can be found in the Appendix on [pg. 70](#).

Regardless of those changes, however, realizing greater production efficiencies in FY21 allowed us to overcome the temporary effects that COVID-19 had on our wash mix. So, even as we decreased production volume in FY21 as a result of COVID-19, we saw net improvements in our emissions, energy, and water intensity values per million dollars in revenue in FY21 compared to FY20.

RECALCULATING INTENSITY VALUES

At Cintas, we have begun calculating our environmental intensity values for energy, emissions, and water in relation to million dollars in revenue. Our business services industry tends to calculate intensity values as a measure of the weight of laundry processed in pounds, but we believe a metric indexed by revenues better represents and reflects our company’s entire business.

Intensity metrics have become increasingly important as our business grows. By adjusting our intensity values to an index of revenues, we will now be able to make like-for-like, year-over-year comparisons of our

environmental performance. This will help us identify the impacts of operational improvements while we continue to expand reporting across our entire organization.

For the purpose of this report, we use our new revenue metric to explain our own performance from FY19 through FY21. In the situations throughout this report where we compare our performance against our industry, we do so after converting both Cintas data and TRSA data to comparable units and utilizing the per-pound denominator. That data and methodology is provided later in this report.¹³

INTENSITY VALUES

MEASURE	UNIT	FY20	FY21	% CHANGE
Energy Intensity	GJ/\$M	1,452.53	1,346.74	-7.3%
Emissions Intensity	MTCO _{2e} /\$M	96.57	88.59	-8.3%
Water Intensity	ML/\$M	0.214	0.202	-5.6%
Revenues¹⁴	\$M	\$5,243	\$5,267	0.46%
Poundage	CWT	24,298,215	22,239,728	-8.5%

¹¹ See [pg. 67](#): Appendix > Notes & Methodologies > COVID-19 Effect on Data and Performance.
¹² See [pg. 70](#): Appendix > Referenced Calculations > COVID-19’s Impact on Wash Mix and Metrics per Hundredweight. (Cwt).
¹³ See [pg. 68](#): Appendix > Referenced Calculations > Cintas vs. TRSA Industry Comparisons.
¹⁴ U.S. Rental Operations revenues for FY21.

CLIMATE AND ENERGY

We recognize climate change is a global issue and is something businesses have to consider and address moving forward. The risks we face at Cintas are broad and can have both financial and physical impacts, on both ourselves and our customers.

With an interest in protecting the future of our environment, our communities, and our business, we have implemented initiatives and programs that support climate action by reducing our GHG emissions and energy use.

As we continue with our enterprise business review in relation to our ESG priorities, we expect to identify goals and targets to help bolster our ambition to achieve Net Zero by 2050. We also intend to collaborate with our "Global Supply Chain Suppliers"¹⁵ to collect their Scope 1 and 2 emissions data, and plan to work with them to identify ways to reduce their GHG emissions across their own value chains.

Lowering our Scope 3 emissions, as well as minimizing our downstream water use, waste, and raw materials needs, will also be vital to achieving our ambition of



We reduced our total CO₂e emissions from U.S. Rental operations by **7.8% in FY21**.

EMISSIONS DATA AND PERFORMANCE

U.S. RENTAL FACILITIES AND FLEET ¹⁷	UNITS	FY19	FY20	FY21
Scope 1 (gross direct)	MTCO ₂ e	428,551	403,030	377,772
Scope 2 (indirect)	MTCO ₂ e	116,005	103,285	88,857
Total Scope 1+2 Emissions	MTCO₂e	544,555	506,315	466,628
Annual Scope 1+2 Emissions Reductions	MTCO ₂ e	n/a	38,240	39,687
% Annual Change in Scope 1+2 Emissions	%	n/a	-7.0%	-7.8%
% Change from Base Year (FY19)	%	n/a	-7.0%	-14.3%
GHG Emissions Intensity	MTCO₂e/\$M	105.78	96.57	88.59
Annual Gross Emissions Reductions	MTCO ₂ e	n/a	-9.21	-7.97

achieving Net Zero GHG emissions while simultaneously lessening the overall environmental impact of our value chain.

LOWERING GHG EMISSIONS

Emissions From Our Operations

The consumption of energy and fuel by our U.S. Rental operations¹⁶ results in GHG emissions.

In FY21, our GHG emissions for U.S. Rental operations totaled 466,628 metric tons of carbon dioxide equivalents (MTCO₂e). This represents a 7.8% reduction over FY20, and a gross reduction of 14.3% compared to FY19. Our Scope 1 GHG emissions were almost 6.3% lower than in FY20, and our Scope 2 emissions fell by almost 14.0%.

Various Operational Excellence initiatives (see pg. 23) – which built on our wash

chemistry conversion initiative [TRUpath™](#) (see pg. 25) – were implemented across the business and contributed to improved wash cycle times, load capacity, and other process efficiencies. These have helped reduce both GHG emissions and energy use.

Reducing Vehicle Emissions

We have one of the largest commercial vehicle fleets in the United States, and we're identifying ways to reduce our vehicle emissions.

In an effort to continue lowering our Scope 1 emissions, we've eliminated almost one-third of our diesel-fueled fleet in the United States over the last four years. We expect to replace our remaining diesel-burning vehicles in California by the end of 2021 (see pg. 22), and we expect to introduce the first

all-electric vehicles into our fleet as test samples later this year (see pg. 25).

In addition, we began to install Smart Truck technology in our Rental division fleet in late 2020. This technology assesses time spent driving and idling, makes route planning more efficient, and helps improve fuel efficiency, among other expected benefits (see pg. 21).

Consistent with our Net Zero ambition, we'll continue to explore and evaluate strategies to reduce the climate footprint of our fleet through a variety of means – including increasing fuel efficiency, using alternative-fuel vehicles, and optimizing our routing – as well as working with our transportation vendors to identify new and emerging technologies that may help further our efforts.

¹⁵ See pg. 66: Appendix > Definitions > Global Supply Chain Suppliers.

¹⁶ See pg. 67: Appendix > Notes & Methodologies > Environment Data Expansion in 2021 ESG Report and Emissions Data Restatements.

¹⁷ See pg. 67: Appendix > Notes & Methodologies > Environment Data Expansion in 2021 ESG Report and Emissions Data Restatements.

SPOTLIGHT: SMART TRUCK TECHNOLOGY

With a service fleet as large as ours – which makes many stops along millions of miles – we explored how small changes to routes and driver habits could have big impacts on our outcomes. This work culminated in our Smart Truck technology, launched in late 2020.

Our Smart Truck program provides us with detailed data on routing, drive time, and idle time, among other things. Already installed on more than 9,800 vehicles, we have been monitoring data and trends, and gaining insights that we believe will help us make impactful changes to our routing operations into the future.

Changing Driver Behavior

Leaving our trucks to idle at each customer stop – instead of turning the engine off – was one driver habit we sought to influence. Reducing a truck's idle time could have an immediate effect on our environmental impact, since one hour of idling burns about one gallon of gas and results in four pounds of CO₂ emissions.

As Smart Truck technology was installed in our trucks and we began analyzing data, we observed reductions in idle times as our drivers were more educated about the system. As the program becomes fully operational across our Rental division and the new driver habits become more engrained, we expect to make greater cumulative reductions in our idle time averages.

Future Efficiencies Resulting From Smart Truck

As more complete and established data is collected across our Rental fleet, we expect our Smart Truck technology will help us identify and create more efficient routes. These ongoing changes would help us provide better customer experiences while simultaneously decreasing our miles driven and fuel usage while we serve the same customers.

Better routing efficiency also means we increase route capacity, potentially serving more customers without adding extra vehicles to the fleet.

Our Smart Truck technology has already demonstrated the potential of efficiency gains from changing behaviors. As we dig deeper into the data from this technology, we expect to identify opportunities for even greater gains across our business, especially in our fuel consumption and GHG emissions – lowering both our costs and our environmental impact.



Smart Truck technology will help us create more efficient routes and help us reduce our environmental impact.

SPOTLIGHT: TRANSFORMING OUR FLEET

With one of the largest corporate fleets in North America, we have more than 14,000 vehicles on the road, consisting of our familiar white service trucks and vans and our lease-back employee-partner cars.

Our fleet is central to our success and enables our service professionals to help businesses get **Ready™** to open their doors with confidence.

After a review of our commercial fleet, we have implemented two key initiatives intended to help lower our fossil fuel use and Scope 1 emissions:

- Removing diesel-burning vehicles from our fleet
- Deploying our first all-electric vehicles into full-time service

Removing Diesel-Burning Vehicles

The most expansive element of this fleet revitalization has been the steady removal of diesel-burning vehicles from our fleet.

We started this process in FY18, when 45% of our U.S. Rental service vehicles ran on diesel fuel. Four years later, by the end of FY21, this percentage had fallen to 31% – or 3,017 of our 9,783 U.S. Rental service vehicles.

Further, we expect to finalize the replacement of 181 diesel-burning vehicles in California by the end of 2021. This is much sooner than the 2023 deadline for those vehicle types set

by the California Air Resources Board, which requires that various types of vehicles must meet specific exhaust emissions standards.

Welcoming Electric Vehicles

Our service fleet is a significant source of our Scope 1 GHG emissions, so we're excited to introduce our first fully electric vehicles later this fiscal year. Cintas understands that moving from fossil-fuel-powered vehicles to alternative-powered vehicles will be an important factor in our ability to reduce our GHG emissions.

Our previous attempts to test and introduce alternative-fuel vehicles – including electric, compressed natural gas (CNG), and hybrid vehicles – have faced challenges.

For example, unlike traditional delivery vehicles, our service vehicles do not get lighter during the day. This is especially true of those used at our uniform rental locations, where service representatives collect dirty and soiled garments throughout the day, resulting in relatively constant payloads at the beginning and end of their routes. Earlier electric vehicle technology did not produce enough consistent power or battery life to make those options viable for Cintas.

We currently have a small number of CNG-powered vehicles in our fleet, but these vehicles perform better during continuous or long-distance driving

conditions, rather than the start-and-stop situations our route-based model presents.

Additionally, prior efforts to use hybrid vehicles also faced hurdles because of our route-based model, as well as the dissolution of a key producer of commercial-grade hybrids. Current hybrid technology has yet to meet our unique business needs – including miles traveled, time on route, and payloads – but we continue to work with hybrid suppliers to identify a viable solution.

With the unique nature of our business services industry, we challenged electric vehicle vendors to develop solutions that meet our unique fleet needs. Now, manufacturers of the newest electric service vehicles are committed to delivering the power and durability necessary to meet more of our business needs and help us operate in a more sustainable and environmentally conscious way.

By January 2022, we expect to deploy 13 electric vehicles from three different producers into service. Six Rental and two First Aid & Safety locations in the Northeast and Upper Midwest, and on the West Coast will receive these first electric vehicles. Incorporating a small number of electric vehicles into our operations will allow us to evaluate their performance, durability, and reliability in a variety of business conditions.

Verifying that electric vehicles can successfully perform in our route-based business model is important as we investigate possible means to reduce our Scope 1 GHG emissions. If these first models perform as anticipated, we expect to pilot additional electric service vehicles and begin a review of a more robust e-vehicle strategy that could assist with our ambition of reducing our business footprint's Scope 1 GHG emissions.



REDUCING ENERGY USE

Energy is vital to our business, and using it efficiently is critical to our long-term success. It is also part of our role as responsible corporate citizens to seek reductions in our overall energy consumption and adopt more efficient practices so our energy goes further. Our ongoing commitment to the environment and the communities in which we do business is evident from our processes and innovations: from lighting upgrades in our facilities to Operational Excellence initiatives that make our laundering processes more energy efficient.

At our U.S. Rental locations, the energy we use includes electricity (primarily for lighting and process equipment) and fuel – including natural gas and propane, among others – for dryers, boilers, steam tunnels, and facility heat. Our overall energy use totals also include our fuel use from diesel and gasoline to power our fleet.

Using Our Energy Efficiently

Identifying ongoing reductions in our energy use and lowering energy intensity are priorities. In FY21, our U.S. Rental operations reported a 12.5% reduction in energy use since FY19, driven in large part by energy-efficiency initiatives at our processing facilities (see pg. 26).

ENERGY DATA AND PERFORMANCE

U.S. RENTAL FACILITIES AND FLEET	UNITS	FY19	FY20	FY21
Total Energy Consumption	GJ	8,102,045	7,615,622	7,093,273
% Change YOY	%	n/a	-6.0%	-6.9%
Electricity	GJ	934,117	886,558	799,575
Natural Gas	GJ	4,122,243	3,862,060	3,587,198
Propane	GJ	17,577	14,146	19,507
Gasoline	GJ	1,801,652	1,836,400	1,843,892
Diesel	GJ	1,138,275	914,049	721,415
E85	GJ	88,163	102,409	121,685
Methanol	GJ	18	1	1
Change from Base Year (FY19)	GJ	n/a	-486,423	-1,008,772
% Change from Base Year (FY19)	%	n/a	-6.0%	-12.5%
Energy Intensity Ratio¹⁸	GJ/\$M	1,573.82	1,452.53	1,346.74

Natural gas represents the majority of our gross energy consumption, accounting for 3.6 million gigajoules (GJ) in FY21 – a 7.1% reduction from our FY20 natural gas usage. We’ve also made significant improvements to increase productivity while making our processes more efficient without adding substantial capital costs. These Operational Excellence initiatives have included more accurately measuring soiled-load weight to help lower our water, energy, and chemical use.

- Our continued reduction in energy use – including a 14.4% reduction in electric since FY19 – is a result of several initiatives, such as our LED lighting initiative (see pg. 24).



¹⁸ We include fuel, electricity, heating, cooling, and steam in our energy intensity ratio. Ratio uses energy consumption within the organization.

SPOTLIGHT: MAKING THE SWITCH TO LED LIGHTING

With almost 500 locations of all sizes across the United States and Canada, we have a lot of facility square footage that needs appropriate lighting. But that also means we have significant energy use from our lighting.

In FY19, we kicked off a company-wide project to lower our energy use at some of our most energy-intensive locations. The project followed smaller, individual LED-installation initiatives at several locations that provided early evidence of the significant reductions in energy use that LED lighting could provide in our facilities.

Currently, we have replaced (or are in the process of replacing) facility lighting with LED alternatives at more than 100 locations – including our distribution centers and processing sites – that represent almost 5.9 million square feet of facilities.

Our LED lighting conversions have already produced a reduction of more than 16 million kilowatt hours of energy a year, and this will increase as all of the facilities identified for conversion in the current wide-scale project are fully converted. Almost 27,000 incandescent and fluorescent lighting fixtures have been swapped out so far, and the company-wide project is expected to be completed by the end of FY22.

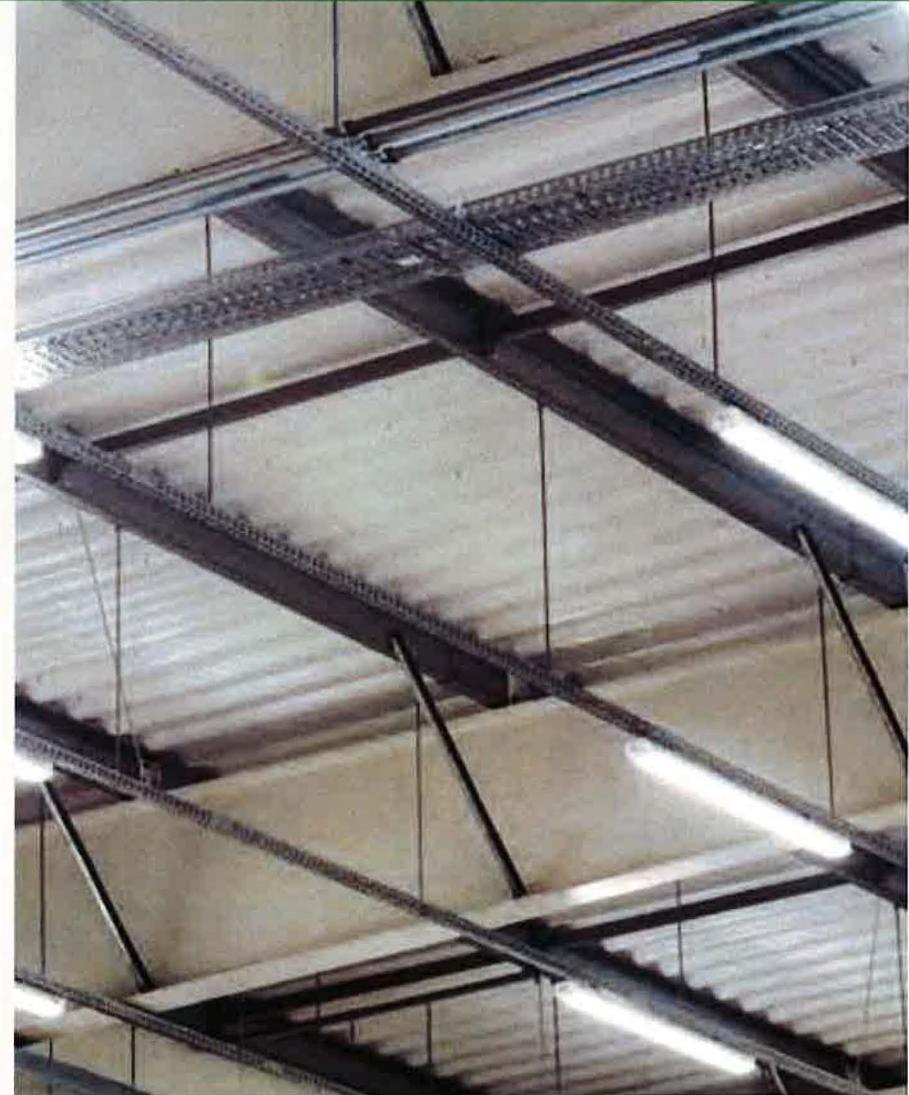
With about 60% of the locations participating in the current company-wide project already fully converted, the wide-scale LED lighting initiative has reduced our GHG emissions by almost 7,500 metric tons a year – which represents a 5% reduction in our electricity use and our Scope 2 emissions. Our energy use should continue to decrease as the wide-scale conversion project is completed.



We've reduced our annual energy use by lighting by more than **16 million kWh**

Almost **27,000** fixtures have been replaced so far

The LED lighting project has reduced our Scope 2 emissions by **5%** so far.



The LED lighting project has reduced our Scope 2 emissions by 5% so far.

WATER STEWARDSHIP

Water is a central resource to our business, and a necessary input to perform our services. Because of our reliance on water, we recognize our responsibility to minimize our water draw and to discharge the water we do use in an environmentally responsible way.

Lessening our dependence on freshwater is part of being a responsible corporate citizen, but it also makes sound business sense. The less water we use, the lower our costs are. Our water-use strategy has three main components: conservation and minimization of the water we draw; process efficiencies that further reduce water use; and water-reuse technologies.

OUR WATER JOURNEY

For the last 30 years, we've been working to develop and innovate more conscientious and responsible water management practices. Our efforts have not only benefited our own business – by reducing our water and lowering our costs – but have also pushed our industry to improve its water practices.

Throughout our water journey, we've challenged our partners and vendors to innovate and modernize the commercial laundry industry. We've led the way in optimizing wash formulas; testing and implementing water-saving and water reuse technologies; and adopting common-sense behaviors that, when working together, significantly reduce our freshwater draw and lower our costs.

Water Conservation

We're proud of our water-conservation efforts, and we know our commitment has had a larger impact on the entire industry. Throughout the last few decades, we've focused on minimizing our draw from freshwater sources.

Most recently, between FY15 and FY20, we reduced our gallons of water needed to wash a pound of laundry by a combined 16%.

Wash chemistry technology has been central to decreasing our water use. Our work with our long-time, award-winning

vendor, WSI, to develop more efficient wash formulas has been critical in helping us lower our gallons-per-pound metric.

Early on in our journey, locations in water-stressed areas faced strict water restrictions, and we worked with WSI to create wash formulas that required less water. Not only did that work help meet the locations' water use requirements, but it also benefited our entire laundry business – and the industry. Meanwhile, we continued to find ways to engineer our water needs and energy use.

Wash chemistry developments like the Clearpath and, most recently, [TRUpath™](#) formulations have helped us lower our water usage even more. TRUpath™ alone has helped us reduce our gallons-per-pound mark by an average of 11% across all laundry facilities since we introduced it in FY19.

And even while we use less water, our processing plants and our wash process continue to meet hygienically clean certification standards, which is critical to our customers.



Operational Improvements and Efficiencies

Technology has propelled us far along our water journey, but our improvements in water usage have also been supported by traditional ingenuity and accountability. We call this additional layer of conscientiousness “Operational Excellence.”

Our belief in positive discontent pushes us to constantly review how we can be more efficient and more precise with our laundering process, and realize the greatest impact from our technological advances like our wash chemistry and formulas.

Our staff of environmental engineers, research and development engineers, and Six Sigma Black Belts work with facility management employee-partners to identify potential improvements in both efficiency and costs. They also help ensure any new processes maintain our strict quality standards and compliance to process certifications.

We’re continually refining our operations and uncovering better ways to execute the same processes. These layered-on proprietary techniques and processes often separate us further from our competitors, and especially from at-home laundering. After we fully implemented TRUpath™ at our processing locations by the end of FY19, our gallon-per-pound metric decreased 9.5% year-over-year in FY20, demonstrating the stand-alone impact of our Operational Excellence initiatives over a full year.

Just as Doc and Amelia Farmer proved during the Great Depression, a little ingenuity goes a long way in making a big impact. As we continue to identify and implement Operational Excellence, we lessen our water draw – and lower our costs – even more. Operational Excellence plays hand in hand with science to make us better at what we do and how we do it, and ultimately lower our water use and costs.

Thirty years into our water journey, we believe ingenuity, chemistry, and laundry technology have driven us close to the potential floor of our water use by those means. But we believe we can be even better and minimize our use further. The next stage of our water journey is maximizing our water reuse strategy.

Water Reuse

Water reuse technology has been around for decades, from technologies as simple as tablets to make water potable in the wild to full-scale industrial systems that take used water and treat it for various non-potable needs.

Currently, we are reusing substantial amounts of water at some facilities, while we work toward increasing our reuse at other facilities where it’s practical.

To date, we’ve tested many reuse technologies during our water journey and implemented several of them across our business. As reuse technologies evolve, we will continue to assess how effective they are and how they may work in our business model.

While we have reuse capabilities integrated in some of our locations, challenges exist that limit greater adoption within our wash process. We will never be able to reuse 100% of our wash water because evaporation naturally removes a percentage of the water we use. Plus, specific limitations exist in some of our cleaning processes for some particular garments. Additionally, concerns exist with the ability of some current technologies to perform consistently at scale against international hygiene standards, but development continues in those areas.

We believe focusing on reuse is our next big opportunity to make significant improvements to our water draw. We may never reach a point where we can conduct

our business in an entirely closed-loop water system, but we believe we can leverage reuse technology to achieve a greater capacity than we do now.

We’ve made fantastic advances in our water journey and have reduced our water draw significantly through the years. Industry data has proven Cintas is the most water- and energy-efficient choice to wash garments, be it commercially¹⁹ or with at-home options. Yet we want to push our water use metrics even lower.

Our water journey has been filled with advances and success, and we believe we must keep innovating solutions that lessen our use of natural resources even further.



¹⁹ See pg. 68: Appendix > Referenced Calculations > Cintas vs. TRSA Industry Comparisons.

REDUCING OUR WATER NEEDS

While our laundry process is on average 84% more water efficient than traditional at-home laundry processes,²⁰ we are constantly working to reduce our water footprint.

In FY21, our U.S. Rental operations withdrew 8,861 megaliters²¹ (ML) of freshwater – 7.6% less than FY20 and 14.4% less than FY19.

The water used in our U.S. Rental facilities in FY21 was sourced from 12 major river basins, with five sources comprising more than 80% of our water: Mississippi–Missouri Rivers (36.2%), Gulf of Mexico (16.0%), St. Lawrence River (10.6%), North Atlantic Coast (9.5%), and the state of California (9.4%).

We rely on a mix of water efficiency projects and operational process improvements to reduce our reliance on freshwater. For example, while most of the water we use for our U.S. Rental operations is purchased from third parties, we treat and reuse water – where available – for rinsing mats.

We have also installed water reclamation and reuse systems at many facilities, and we’re exploring expanding the use of techniques like ceramic membrane filtration to more facilities in the next few years. While membrane systems can be more costly and difficult to maintain, systems installed at our acquired locations have resulted in higher levels of reuse than traditional wastewater pretreatment systems.

WATER USE DATA AND PERFORMANCE

U.S. RENTAL FACILITIES	UNITS	FY19	FY20	FY21
Total Water Withdrawal	ML	10,355	9,591	8,861
Total Water Withdrawal – Stressed Regions	ML	2,308	2,139	2,021
Annual Change in Water Withdrawal	ML	n/a	-764	-730
% Change YOY	%	n/a	-7.4%	-7.6%
% Change from Base Year (FY19)	%	n/a	-7.4%	-14.4%
Total Water Discharge	ML	9,142	8,471	7,798
Total Water Discharge – Stressed Regions	ML	1,953	1,808	1,704
Annual Change in Water Discharge	ML	n/a	-671	-673
% Change YOY	%	n/a	-7.3%	-7.9%
% Change from Base Year (FY19)	%	n/a	-7.3%	-14.7
Total Water Consumption²²	ML	1,213	1,120	1,063
Total Water Consumption – Stressed Regions	ML	355	331	317
Annual Change in Water Consumption	ML	n/a	-93	-57
% Change YOY	%	n/a	-7.7%	-5.1%
% Change from Base Year (FY19)	%	n/a	-7.7%	-12.4%
Water Intensity²³	ML/\$M	0.236	0.214	0.202

As our water use has evolved, we’ve moved from a compliance-based water management process to one that prioritizes reducing consumption and increasing innovation. This is a strategy we will continue to prioritize moving forward.

WATER RISK ASSESSMENTS

We regularly evaluate ways to reduce water withdrawal in water-stressed regions. In FY21, we withdrew 2,021 ML from those regions, which was 5.5% less than in FY20.

Our 2021 water risk assessment identified 38 U.S. Rental plants in areas experiencing high to extremely high water stress. Water sourced from these areas accounts for 22.8% of FY21 total water withdrawal.

To lessen operational expense and reduce our reliance on freshwater, Cintas has installed water reclamation systems at several plants located in these water-stressed areas and we’re investigating the potential to install more in the future. These treat wastewater from our

industrial-size washing machines for reuse for the same processes, or recycle it for different uses.



Cintas is a charter member of the Laundry Environmental Stewardship Program (LaundryESP®).

²⁰ See pg. 68: Appendix > Referenced Calculations > Cintas vs. At-Home Laundry Comparisons.

²¹ See pg. 67: Appendix > Notes & Methodologies > Water Data Assumptions.

²² See pg. 67: Appendix > Notes & Methodologies > Water Data Assumptions.

²³ We calculate total water consumption as the measure in our water intensity ratio.

MANAGING WASTEWATER

In FY21, we returned 7,798 ML – or 88% – of the freshwater we withdrew to local water bodies.

Our laundering processes generate far less wastewater than home laundering because we use less water to launder the same amount of product. We use an average of 1.0 gallons of water per pound, compared to home laundering's average of 1.9 gallons of water per pound.²⁴

Unlike home laundering processes, we pretreat and reuse our discharge washing process effluent. Further, our discharge that flows into publicly owned water treatment systems is released in compliance with the respective local discharge standards and permitting requirements.

ENVIRONMENTALLY FRIENDLY DETERGENTS

Instead of using harsh dry-cleaning solvents, we use NPE²⁵-free detergents that are more environmentally friendly. We are the first industrial launderer to employ washing standards that are 100% free from NPE, phosphates, and EDTA²⁶ in all our North American laundry facilities.

SPOTLIGHT: OPERATIONAL EXCELLENCE IN ACTION

While technology has played a key role in our water journey – and will still be important as we continue honing conservation methods and innovating our reuse strategy – other seemingly simple initiatives have also contributed to our progress in reducing our water and energy needs throughout the years.

We call these proprietary operational process improvements, or simply “Operational Excellence.”

We’ve made significant improvements by implementing more efficiency in our process, without adding substantial capital costs. More effective processes, as well as increased employee-partner training and accountability,

have considerably reduced our water withdrawals and energy use. Being precise in what we do and how we do it has had a major impact. We’ve found that as we increase the accuracy of our processes, the technology and innovations we’ve introduced become even more effective.

Our latest Operational Excellence initiative is a proprietary process that helps measure soiled-load weight more precisely. More accurate measurements help provide more precise data on every load we wash, help improve the efficacy of our wash alley, and help us lower our water, energy, and chemical use.

The added information helps plant management identify potential inefficiencies, holds capacity specialist employee-partners more accountable for how they load their wash slings, and, ultimately, helps make our entire laundry process more efficient.

Early implementations have demonstrated just how much of an impact this process improvement will have when it’s fully rolled out across the company. Based on the pilot program, we estimate it will improve our operational efficiency by more than 13%, reduce our annual water draw by more than 350 million gallons, and save more than \$16 million in utility and chemistry costs.



²⁴ See pg. 68: Appendix > Referenced Calculations > Cintas vs. At-Home Laundry Comparisons.

²⁵ Nonylphenol ethoxylate.

²⁶ Ethylenediaminetetraacetic acid.

WASTE AND MATERIALS USE

Due to the nature of our business, we work with a significant amount of material. Taking a responsible approach to the way we source, dispose of, and manage our inputs makes sound business sense. It is also key to our ongoing efforts to create a broader circular economy for our garment products. Additionally, we are striving to meet our customers, employee-partners, and stakeholders' growing expectations for more sustainable product offerings.

We have a long track record of reducing, reusing, and recycling waste. In fact, that's how Doc and Amelia started our company. As we continue our organizational review, we expect to report more in-depth information regarding our efforts on waste in future editions of our ESG Report. Meanwhile, we continue to look for ways to reduce waste in our operations.

For example, our Zero Waste Program began in 2013 in an effort to decrease our waste destined for landfill and has continued through FY21. The program covers eight of our distribution centers, each implementing location-specific processes that divert more than 90% of their waste away from landfill so they are TRUE Certified by Green Business Certification Inc.

Through our Design Collective business, we are developing new ways to reuse and recycle material. Our goal is to develop circular – and even closed-loop – economies that reduce our reliance on raw materials and meet growing interest in sustainable garments ([see pg. 30](#)).

We currently record waste data from our distribution centers in Ashland, Ky.; Chicago, Ill.; Dallas, Texas; Mason, Ohio; Mississauga, Ont.; Montgomery, Ala.; Reno, Nev.; and Scranton City, Pa. At these locations in FY21, waste to landfill was 131.9 U.S. tons, and our overall diversion rate was 94.4%.



In FY21, Cintas donated **216 tons** of reclaimed materials to Matthew 25: Ministries

SPOTLIGHT: ZERO WASTE PROGRAM

Our Zero Waste Program began in FY13 in an effort to decrease our waste destined for landfills. The program initially included seven of our distribution centers, each implementing location-specific plans to increase their landfill diversions.

After two years of planning and training, and two more years to implement and monitor the program, Cintas was TRUE Certified by Green Business Certification Inc. at all seven locations in FY17. In FY19, our Chicago distribution center was the most recent facility to gain its TRUE Certification, which it has since maintained.

In FY21, all eight distribution centers that participate in our Zero Waste Program were recertified as TRUE Certified. This confirmed that each location diverted at least 90% of its waste from landfills, resulting in a 94.4% diversion rate across all participating facilities last year.

In FY21, that resulted in our distribution centers diverting 1,188 tons of cardboard, 48 tons of plastic, 75 tons of co-mingled products, 176 tons of fabric, 601 tons of pallets, and 59 tons of paper from

landfills. The Mason, Ohio, distribution center, which is attached to Cintas' corporate headquarters, posted a 97.98% diversion rate in FY21 – the best-ever mark by a Cintas location.

Part of our diversion efforts in FY21 included redirecting 50 tons of products and other items from distribution centers that can benefit others to Matthew 25: Ministries and other charitable organizations.

The success of this program is defined by our distribution employee-partners' commitment to our Zero Waste goals. Each location has its own Green Team that supports our production employee-partners' efforts to reduce, reuse, and recycle our waste.

They educate, motivate, and monitor each site's work, coordinate with our corporate Global Supply Chain staff, and share best practices across the organization.

We will continue to work with all of our locations to help maximize waste diversion. The buy-in and support of our employee-partners has shown us there is a tremendous appetite to expand this type of initiative throughout our organization.

SPOTLIGHT: MATERIALS INNOVATION

Our Design Collective business (recorded as Uniform Direct Sales in our financial filings) creates and sells custom uniform programs, with customers that include some of the world's largest companies and travel and hospitality brands. This business division has been our champion of fabric and materials innovation and it continues to imagine ways to create a more circular economy and, potentially, an entirely closed-loop system for our apparel.

The Design Collective's sustainable garment programs help divert more end-of-life garments and materials from landfills and lessen our overall reliance on new raw materials. Coupled with our industry-leading laundering processes, companies that partner with us for their uniform programs are taking a more direct, environmentally conscious route in reducing their use of natural resources.

To help meet our customers' appetites for uniforms and apparel made in a more sustainable manner, the Design Collective has focused efforts on designing and testing several new products and programs.

- **Sustainable textiles:** We are expanding the use of recycled polyester and eco-friendly, sustainable textiles, which are currently available in more than 100 of our uniform styles. These textiles include Cintas' proprietary ComfortFLEX®, DuPont Sorona®, bamboo, organic cotton, recycled polyester/RPET, Tencel®, and other cellulosic fibers. Our Regeneration Collection is made from REPREEVE®, created from recycled bottles.



- **Recycling apparel:** In partnership with Martex Fiber, we collect customers' end-of-life garments to be repurposed into new commercial products. This type of marled material is generally used in post-consumer textiles like automotive seats and insulation, bedding, acoustic insulation, and sports equipment. Many of our customers participate in this initiative and help reduce the environmental impact of their apparel change-outs.
- **Traceable recycled polyester:** Traceable waste from our clients is processed and transformed into REPREEVE® recycled polyester fibers. This fiber is then used to produce apparel and accessories – including items for our Regeneration Collection.
- **Upcycling/repurposing garments:** Garments are recycled at the end of their life and can be made into other apparel, accessories, or consumer products.
- **Reclaimed garments:** We partner with various charities to donate reclaimed or unused garments. In FY21, reclaimed garments were among the more than 432,000 pounds – or 216 tons – of reclaimed goods that we donated to Matthew 25: Ministries.
- **Cintas-branded closed-loop apparel:** We can imagine a future that includes Cintas-branded product lines produced entirely in a closed-loop process. Stakeholders in our Rental, Design Collective, and Global Supply Chain groups are exploring if such an initiative is possible on an enterprise scale without sacrificing our uniforms' performance and lifespan. Even a smaller-scale product line would have an instant impact on our environmental footprint by lessening our reliance on raw materials while lowering our waste.



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OUR PEOPLE

At Cintas, our employee-partners are the heart of our company. Our policies and procedures instruct and guide us in how we run our business and help maintain our consistent quality. But as a service provider, it's our people and our corporate culture that ultimately define us.

Our employee-partners bring the essence of Cintas to life each day as they help our customers get **Ready for the Workday®**. They are what make Cintas truly unique.

ENGAGING OUR EMPLOYEE-PARTNERS

Our goal at Cintas is to foster a working environment where everyone can contribute to our collective success. When they do, we believe they're more likely to feel engaged professionally. And engaged employees are far more likely to stay, so we retain their knowledge and skills to help make the company better.

In his book *The Spirit Is The Difference*, our Founder Dick Farmer was very deliberate to note: "It is important to recognize the potential in every human being. It is important to involve everyone, and to make everyone a confident, contributing member of the team." This was true when Dick founded the modern-day Cintas and it's still true today: his philosophy forms the foundation of our Human Capital and Human Resources strategies.

OUR CORPORATE CULTURE AND CHARACTER

Our exceptionally strong corporate culture underpins everything we do. Common respect for all our employee-partners is fundamental, and we believe that everyone contributes to our collective success – whether they're a new employee-partner loading trucks in one of our laundry-processing facilities or a 35-year veteran executive running one of our business divisions.

Our employee-partners embody our [corporate character](#). We expect them to be professional, enthusiastic, thorough, honest, humble, ethical, law-abiding, and courteous. We expect them to do what's right, not what's expedient. And positive discontent has helped make our business better, reinforced by our competitive urgency.

A STRONG FOUNDATION

At Cintas, we're fortunate to have approximately 40,000 employee-partners who reflect these qualities, giving our business an incredibly strong foundation. We've worked hard to foster an environment where every employee-partner is positioned to use their strengths and talents to help us meet our business goals, while they feel supported and championed in their pursuit of their professional goals.

We believe our employee-partners are our best advocates and brand representatives, primarily because they are engaged and fulfilled by their careers. Because they give so much of themselves for us, we know it's our responsibility to treat our employee-partners well, offering programs that support their health and well-being,

and providing fulfilling professional opportunities that create a path for continued growth and development.

This commitment to our people has created a positive, dynamic cycle that fuels our cohesive, high-functioning workforce and drives our ongoing success as a company.



DIVERSITY, EQUITY, AND INCLUSION

We have five components to our overall Diversity, Equity, and Inclusion strategy at Cintas:

- **Employee-Partner Engagement** – Recruitment, retention, development, and promotion
- **Governance** – Inclusion policies that provide equal opportunity for all partners and applicants
- **Corporate Citizenship** – Grassroots and corporate-sponsored philanthropy, volunteerism, and social responsibility
- **Supplier Diversity** – Economic inclusion, innovation, and value
- **Multicultural Marketing** – Listening to customers and delivering innovative products and services that exceed their expectations

We've made a committed effort to foster a workforce of employee-partners representative of different generations, races, religions, abilities, sexual orientations, and other identifying categories, as well as employee-partners who bring a diversity of thought to our business. We want our workforce to reflect the communities in which we do business.

WHY DIVERSITY IS IMPORTANT

We believe bringing employee-partners together with different perspectives, life experiences, and backgrounds benefits everyone. We've found that when you bring people from different backgrounds together, everyone benefits from the sharing of perspectives and experiences, providing deeper insight, understanding, empathy, and compassion. This leads to improved ideas, solutions, and outcomes that better serve our customers, shareholders, and other stakeholders in the long term.

Our diverse workforce helps us better understand how our products and services are viewed, how they meet our customers' needs, and what innovations may benefit our business. Having a broad range of experiences to lean on also helps us enter new markets and gain new customers.

Almost our entire workforce – 99.3% – are full-time employees and almost 36% are female. Our company demographics are also representative of the communities in which we operate, as almost 43% of our employee-partners self-identify as a minority demographic (or non-white).

Our efforts on diversifying the racial and ethnic make-up of our workforce have been recognized with Cintas' inclusion on *Forbes'* "Best Employers for Diversity" and *DiversityPlus Magazine's* "Top 30 Champions of Diversity."

In addition to more common definitions of diversity, we also look to expand the perspective of our workforce with other types of diversity, including diversity of thought, and employee-partners with disabilities or those who are military-affiliated. Our military outreach programs are regularly recognized for their support and effectiveness in helping

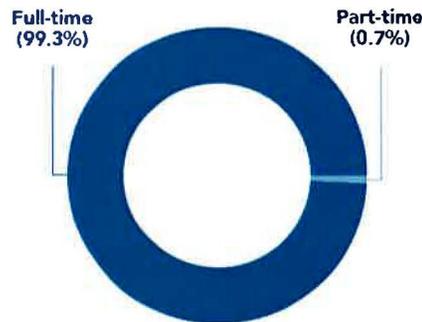
transition service members to civilian life, including accommodations from G.I. Jobs (Top Military-Friendly Employers) and Military Spouse (Top Military Spouse Friendly Employers).

Our efforts to hire employee-partners with disabilities have also garnered recognition from the Disabled Equality Index as a "90 Score" company and the "Influencer Award" from Autism Speaks.

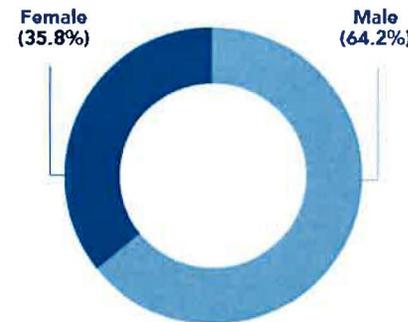
Our [Partner Business Resource Groups \(PBRGs\)](#) help foster a sense of greater community and belonging at the workplace, with four distinct groups providing peer support for our women, Black/African American, Latinx/Hispanic, and military-affiliated employee-partners. Read more about our PBRGs on [pg. 40](#).

TOTAL WORKFORCE BREAKDOWNS

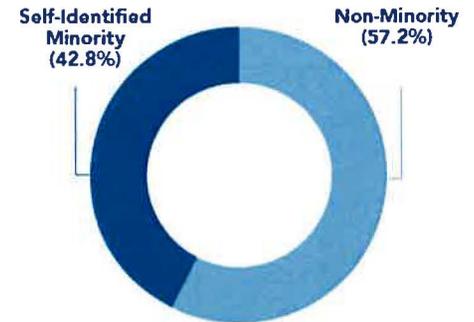
By Employment Type



By Gender



By Minority Status



EMPLOYEE-PARTNER DEMOGRAPHICS

WORKFORCE BREAKDOWNS BY GENDER	TOTAL	MALE	FEMALE
Total Employee-Partners	40,099	25,723	14,376
Employment Type			
Full-Time	39,814	25,565	14,249
Percentage of Workforce	99.3%	63.8%	35.5%
Part-Time and Other	285	158	127
Percentage of Workforce	0.7%	0.4%	0.3%
Employee-Partners by Age			
Under 30	8,115	5,757	2,358
Percentage of Workforce	20.3%	14.4%	5.9%
30-50	22,051	15,138	6,913
Percentage of Workforce	55.0%	37.8%	17.2%
Over 50	9,933	4,828	5,105
Percentage of Workforce	24.7%	12.0%	12.7%

TOTAL WORKFORCE - BY EEO DEMOGRAPHICS	PERCENTAGE
White	52.6%
Latinx/Hispanic	19.4%
Black/African American	13.3%
Asian	3.7%
Two or More Races	2.2%
Native American/Alaskan	0.4%
Native Hawaiian/Pacific Islander	0.3%
Not Specified	8.1%



TALENT RECRUITMENT

ATTRACTING THE BEST

To generate a diverse and qualified applicant pool, we post our positions both internally and externally. We use various popular job boards including LinkedIn, Indeed, Snagajob, WayUp, and DirectEmployers Association, as well as position-specific industry sites. We also use social media platforms and recruiting services for specialized roles, or those where the local recruiting base may be limited. Further, we work with a diverse group of minority commerce groups and organizations around the country to recruit and source applicants.

Employee-partners can apply for any internal position posted on our career website. Additionally, they annually update in-depth personal profiles – which include career objectives, skills, and educational advancements – in our human resource information system (HRIS). This allows hiring managers to see the entire spectrum of talent at Cintas and source internal candidates who may not otherwise be aware of available opportunities.

We continue to review our talent-acquisition strategies – as well as overlooked or underutilized avenues to source candidates – and we monitor the effectiveness of our value proposition to remain an employer of choice.

ON-CAMPUS RECRUITING: IDENTIFYING OUR FUTURE TALENT

We use a broad on-campus recruiting network for some of our positions, including our Management Trainee (MT) and internship programs. We've fostered relationships with many colleges and universities around the United States and Canada – including Historically Black Colleges and Universities (HBCUs) and the Hispanic Association of Colleges and Universities – that help us find qualified candidates.

Our internship program is open to undergraduate students and exposes them to all facets of our business. We offer competitive wages, extensive training, and development in one area of Cintas, and the potential to transition directly into our MT program upon graduation.

We've also developed competitive apprenticeship and shadow programs with a small group of universities. These allow potential applicants the opportunity to learn more about our business from local management employee-partners before applying for positions.

TALENT RECRUITMENT DATA

FY21 NEW EMPLOYEE-PARTNER HIRES	TOTAL	PERCENTAGE
Male	5,923	67.1%
Female	2,904	32.9%
Total New Hires	8,827	100%

AGE BRACKET	TOTAL	UNDER 30	30-50	OVER 50
Male	67.1%	30.9%	31.2%	5.0%
Female	32.9%	12.2%	15.4%	5.3%
Total	100%	43.1%	46.6%	10.3%



TALENT RETENTION

With approximately 40,000 employee-partners company-wide, we have a dynamic and talented workforce with skills and experience spanning hundreds of disciplines. Each person brings a unique perspective and background to the job, and our goal is to keep talented employee-partners engaged and support their growth and development.

Our competitive salaries and comprehensive benefits are attractive to prospective employees, but we stand out for our focus on professional development.

We've evaluated the value proposition of working at Cintas at every stage of an employee-partner's career and in every operational area, from our production facilities to service and sales representatives (SSRs), and management and corporate positions. We've found that our employee-partners value the opportunity to gain new skills, do new jobs more frequently, and grow their careers faster.

OUR PROFESSIONAL DEVELOPMENT PHILOSOPHY

Many times, the best candidate for a role is already somewhere in the company – and we provide opportunities for their continued professional growth and fulfillment without the need to look for employment elsewhere.

Our approach distinguishes us from other companies: rather than a corporate ladder, we offer a flexible path to a long-term meaningful career – more like a "career jungle gym."

TALENT RETENTION DATA

FY21 Voluntary Turnover

RATES VS. WORKFORCE	TOTAL	PERCENTAGE
Male	4,515	11.3%
Female	2,318	5.8%
Total Voluntary Turnover	6,883	17.1%

BY AGE BRACKET	TOTAL	UNDER 30	30-50	OVER 50
Male	66.1%	23.9%	34.5%	7.7%
Female	33.9%	9.3%	16.7%	7.9%
Percentage of Voluntary Turnover	100%	33.2%	51.2%	15.6%

FY21 Involuntary Turnover

RATES VS WORKFORCE	TOTAL	PERCENTAGE
Male	1,122	2.8%
Female	638	1.6%
Total Involuntary Turnover	1,760	4.4%

BY AGE BRACKET	TOTAL	UNDER 30	30-50	OVER 50
Male	63.8%	18.4%	32.5%	12.9%
Female	36.2%	6.5%	16.1%	13.6%
Percentage of Involuntary Turnover	100%	24.9%	48.6%	26.5%

At Cintas, we're able to offer different careers and job opportunities to meet someone's professional needs, with both lateral and upward opportunities that continue to provide support and ongoing company investment in their development.

Between our various business divisions and corporate departments, we can provide employee-partners new opportunities and work experiences. For example, someone may start as a production partner or in one of our distribution centers, while their next step

may be out in the field interacting with customers. From there, they could go into local management.

We believe this is a defining characteristic at Cintas and has been a key factor in helping us retain the best talent.

COMPENSATION

Cintas offers competitive compensation packages to its employee-partners, including salaries and wages, a comprehensive benefits package, and a generous retirement program. Employee-partners are paid weekly.

More information about our compensation strategy is available in the [2021 Proxy Statement](#), including our Board of Directors' compensation and remuneration strategy and policies, plus specific Board and executive management compensation programs and pay ratios.

EMPLOYEE BENEFITS

Full- and part-time employee-partners can enroll in our comprehensive benefits program, whether in individual programs or in the whole package. Employee-partners become eligible for most contributory benefit options after 30 days of employment, while our retirement package has different eligibilities.

Our benefits program includes medical insurance, retirement savings and contributions, paid time off, flexible spending and health savings accounts, disability coverage, and basic life insurance. We also have programs designed to support healthy living and assist with commuting and parenthood.

Cintas provides access to multiple medical insurance plans to all employee-partners, along with dental and vision insurance coverage. Employee-partners can choose to participate in plans with varying levels and combinations of co-pays, deductibles, and out-of-pocket expenses, including a free health insurance option. Employee-partners can reduce their health insurance rates by participating in confidential annual personal health evaluations and sharing the results with their doctors.

For many years, we've offered our Live Well program and encouraged our employee-partners to make progress on their health and wellness journeys. The company provides free annual biometric screening, free annual flu shots, COVID-19 vaccines, and access to tobacco-cessation and weight-loss programs. Further, our Employee Assistance Program (EAP) provides free access to counseling for mental health, legal, and financial issues.

Cintas provides alternative benefit programs to a select number of employee-partners whose benefits packages are negotiated separately through their respective collective bargaining agreements.

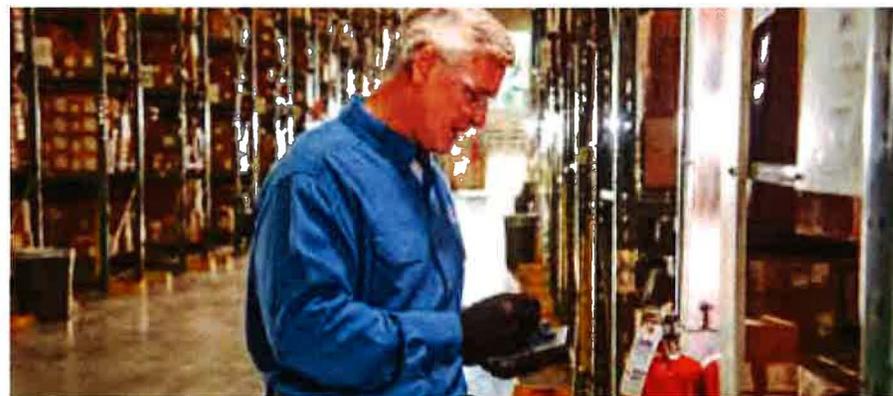
THE PARTNERS PLAN AND RETIREMENT SUPPORT

The vast majority of our employee-partners are eligible for our three-part retirement program, known as the Partners Plan, which includes a traditional 401(k) investment account, employee stock ownership program (ESOP), and profit sharing.

After three months of service, all employee-partners are automatically enrolled in our 401(k) program. Participants automatically contribute 3% of their salary to their retirement fund unless they opt out or designate a different amount before becoming eligible; this percentage can be adjusted at any time after enrollment. Based on eligibility, company matching contributions are allocated to the first 10% of employee-partners' contributions to their 401(k) accounts. The 401(k) account fully vests after five years of employment with Cintas.

Cintas also makes annual discretionary contributions to employee-partners' individual retirement accounts in the form of profit sharing and its ESOP. Contributions are approved by the Board of Directors based on the company's financial performance and are distributed based on a point system anchored in tenure and compensation. Both forms of contribution are made automatically and fully vest after three years at the company. Since FY15, Cintas has increased its annual discretionary contributions from \$28.2 million to \$55.8 million in FY21.

A select number of our employee-partners covered by collective bargaining agreements have other retirement programs, including a limited number with defined benefit plans. More information about these specific plans is available in our [FY21 Form 10-K](#).



PERFORMANCE AND ADVANCEMENT

Our business relies on the passion, expertise, and dedication of our people, and our commitment to their career development is vital to our company’s success.

Each year, we undertake a holistic approach to our employee-partners’ performance and advancement. This not only supports our immediate company and personnel goals, but also helps position our employee-partners to maximize their performance at Cintas, both today and throughout their careers.

ANNUAL PERFORMANCE REVIEWS

Each year, every employee-partner takes part in our annual performance review process. For all salaried partners, the review process includes both a self-assessment and a manager assessment of their performance against their business goals and developmental targets.

Additionally, salaried employee-partners and their managers agree on new objectives for the coming year. These typically include two or three measurable business goals along with

individual development plans. Managers have access to a wide selection of developmental tools and resources to help employee-partners improve in many different areas of leadership and other skills, including emotional intelligence, public speaking, delegation, and conflict resolution.

The performance review process also informs potential compensation adjustments through merit increases, market adjustments, promotions, and position or responsibility changes.

skill gaps that have developed within the last year. For employee-partners, annual reviews and succession planning help identify skill and knowledge opportunities. For the company, the results of this comprehensive process factor into both our short- and long-term training and development planning and our recruiting strategy – both for internal candidate development and for external candidate sourcing.

Succession planning also helps us identify and develop the company’s future leaders. Once an employee-partner is identified as having high potential or aptitude, they are offered additional resources and opportunities specifically developed to help them gain the knowledge, skills, and experience necessary to continue their accelerated career path at Cintas.

Employee-partners also maintain updated personal information about their background, education, awards and honors, interests, skills, and other professional preferences, including their willingness to relocate for a new role. This gives managers and supervisors deeper insight into employee-partners already within the company as positions open or promotions or role changes are considered.

More information about our succession planning and talent development for our CEO and other officers is available in our [Corporate Governance Guidelines](#).

SUCCESSION PLANNING

Succession planning is an integral part of our business. It happens at every level of our company, not just at the executive level. It’s engrained in our annual performance review process, embedded in our culture, and is a key part of our company’s growth and business continuity strategy.

Succession planning at Cintas is designed to provide a human capital road map for the company for the next three to five years. The process provides our company with a detailed analysis of our people and their skills, capabilities, professional interests, and goals. The process is detailed and deliberate, and requires time, attention, and careful consideration from our managers and executives alike.

In addition to identifying leadership potential within our organization, it also help us detect potential knowledge or

PARTNER DEVELOPMENT CYCLE

Our process for investing in professional development is designed to help employee-partners enhance performance, achieve goals, and progress in their career. It’s an ongoing process rather than a once-a-year event, with all steps continuously linked together.



TRAINING AND DEVELOPMENT

Ongoing training and development are major components of a Cintas employee-partner's career path. Every position has a required curriculum of specific trainings and/or certifications, which Cintas provides and facilitates.

FORMAL TRAINING AND CERTIFICATIONS

Frontline partners receive continual training in a variety of areas specific to their positions, including safety and process certifications and professional certifications.

Cintas' Learning and Development (L&D) Department offers a broad range of trainings, seminars, and learning modules to help employee-partners learn or further develop skills and enhance their knowledge. These are generally taught by trained Cintas staff, and include immersive, multiple-day, in-person sessions, full-day or half-day seminars, live virtual classes, or online training-on-demand (TOD) modules. These sessions bring employee-partners together from across the United States and Canada. Most of the multiple-day classes have historically been taught in person, but COVID-19 forced much of the L&D catalog to move online, either as live virtual classes or as TODs.

Management-track employee-partners are required to take additional class-based training sessions so they are better positioned to lead and manage

at Cintas. Common required courses include Corporate Culture and Engaging Leadership; Diversity & Inclusion training; Six Sigma training and certification; and Meticulous Hiring.

The L&D team facilitates a range of department- and division-specific learning opportunities as new products, initiatives, and campaigns are rolled out. Its centralized learning portal gives employee-partners access to the information in a consolidated and convenient manner, and also allows them to learn more about our business.

New managers, or employee-partners who have demonstrated leadership or management potential, can also enroll in training courses that help them effectively manage their locations. In addition, these employee-partners can also participate in division-specific bootcamps to gain the knowledge they need to lead other employee-partners to success.

OTHER DEVELOPMENT OPPORTUNITIES

Outside of formal training and certifications, we also offer and facilitate other opportunities for employee-partners to gain further insight, experience, and support on the job. These include our MT program, our mentor program, our PBRGs, and our Executive Leadership Program.

Management Trainee Program

Many of our top leaders began their career in our MT program. In fact, our Executive Chairman, Scott Farmer, was in the very first class of MTs in 1982, and President and CEO, Todd Schneider, is also a graduate of the program.

MTs at Cintas are typically hired upon graduation from college. Our robust campus recruiting program identifies potential MT candidates each year, and the program helps create a sustainable leadership pipeline for the company.

MTs gain the skills, tools, and knowledge they need to succeed at Cintas through on-the-job training, with an intensive hands-on rotation through many areas of our company, including Sales, Service, Production, Operations, and Administration.

At the end of the two-year program, Cintas works with trainees to place them in full-time positions, which usually include field sales positions and then management roles. This progression of responsibilities helps accelerate their career path.

Mentoring

Cintas is an advocate of professional mentoring; it's a universal element of our development strategy.

Our mentorship philosophy maintains that mentor-mentee relationships should be professional and situationally

based, and that the mentee's needs are the focus. We feel strongly that when a formal mentoring process is followed, the mentee receives the greatest benefits from the relationship.

Much consideration goes into creating mentorship relationships. We work to best position mentors to guide their mentees on their current career path and help them obtain the necessary skills, knowledge, and insight to take the next steps in their careers.

Mentoring is a key component of our succession planning and has provided tremendous returns in helping develop our current and future leaders. We believe each unique mentor-mentee relationship should have a specific and defined purpose, as well as objectives, goals, and outcomes.

We also offer formal training to our new mentors so they enter the program with a strong understanding of the process, its application, and when to recognize that a mentor-mentee relationship has come to its natural end.

Employee-partners often begin their careers at Cintas with a mentor, and then change mentors as they develop in their roles, change positions, or advance in leadership. The cycle continues when they become mentors themselves and guide newer employee-partners starting their Cintas careers.

Partner Business Resource Groups

Our employee-partner affinity groups are an important element in our overall human resources and human capital strategy. We have four of these PBRGs.

These distinct groups align with our business objectives and help secure our continued competitiveness, while allowing the breadth of experience, skill sets, perspectives, and talents of our diverse employee-partners to truly shine.

PBRGs provide members with outlets to lend their voices and perspectives, and a space where they can share experiences and support one another. They also provide a platform for management to hear from our employee-partners directly about issues that matter most

to them. It's a two-way dialogue that we believe benefits everyone, including our company.

Our PBRGs play a pivotal role in developing employee-partners at various stages of their careers and connect partners from similar backgrounds in a supportive environment. While our mentor program is built on skill- and job-based criteria, our PBRGs are based on common backgrounds and shared experiences. This is a foundational function of our PBRGs, and we believe they have been very successful in giving a louder voice, leadership opportunities, and access to management to many of our people.



THE CINTAS PBRGs



Women Adding Value Everywhere
Target membership: Female employee-partners



Relevant, Inspiring Support for Engagement & Empowerment
Target membership: Black/African American employee-partners



Together Offering Diverse Opportunities & Solutions
Target membership: Latinx/Hispanic employee-partners



Veterans-Military Accelerating Leadership Opportunities and Resources
Target membership: Military-affiliated employee-partners

Executive Leadership Program

We launched our Executive Leadership Program (ELP) in 2015 to help identify and increase the pool of diverse employee-partners who were best qualified to fill our mid-management positions. This includes corporate director-level department heads and general manager roles at our locations across the organization.

The goal of the 10-month program is to further enhance participants' leadership skills, Cintas business knowledge, and visibility to our company's top leaders at a key stage of their management career. Participants are nominated by company leaders. Initially, one ELP class was conducted annually, exposing about 25 employee-partners a year to the advanced curriculum. In 2021, we began running two concurrent sessions

and increased participation to 35-40 employee-partners per year. Overall, 135 employee-partners have graduated from the program.

The ELP includes regular sessions with company leaders to discuss career paths and trajectories, leadership philosophies, and general business strategies. The L&D Organizational Development Team, in coordination with company executives, has created three unique leadership seminars for the ELP that focus on communication, accountability, and high-performance team building. Each participant works directly with an executive mentor during the program for additional personal one-on-one advice. Program participants also undertake a 360° assessment and receive personalized feedback as part of their ongoing development plan.

EMPLOYEE-PARTNER ENGAGEMENT

We believe that our people reach their full potential in an inclusive environment, and that they do their best work when they are highly engaged with the company and their fellow employee-partners. As a service provider, we've seen the benefit of an engaged and fulfilled workforce, and what it has meant for our customers.

Further, academic and industry research has proven the direct connection between employee loyalty and engagement on crucial company performance indicators such as customer loyalty, return on investment, and financial performance.

EMPLOYEE-PARTNER SURVEYS

We monitor the general engagement of our workforce to stay abreast of their current attitudes and opinions, and then use the results to implement changes that will drive deeper employee-partner engagement.

To accomplish this, we conducted company-wide employee-partner engagement surveys in partnership with Willis Towers Watson in 2015 and 2019. Our survey includes corporate- and location-based questions to help gauge our employee-partners' feelings about both the company as a whole and

their specific worksites. The anonymous 50-question survey takes approximately 20-30 minutes to complete, and also provides opportunities to submit open-ended comments and feedback.

Our employee-partner engagement surveys have four key learning goals:

- Identify our employee-partners' current levels of engagement
- Understand our employee-partners' perceptions of important elements of our culture
- Establish a new baseline for measurement in our areas of strength and development
- Determine how we might impact future success in transformational ways

In our latest engagement survey, 87% of our workforce opted to participate and provide responses. Our employee-partners' enthusiasm to participate indexed Cintas above the "high performance norm" and marked a 6% rise in participation from the previous survey.

Our overall engagement score in 2019 was 90%. Category-specific ratings underpinned our overall commitment to our people, including Empowerment, Sustainable Engagement, Safety, and Diversity & Inclusion.

EMPLOYEE-PARTNER ENGAGEMENT SURVEY RESULTS

METRIC	2015	2019
Engagement Score	90%	90%
Response Rate	82%	87%

CINTAS INDEX VS. HIGH-PERFORMANCE NORMS

CATEGORY	2015	2019	CHANGE
Leadership	0	5	+5
Safety	n/a	4	+4
Performance Management	-1	3	+4
Retention	n/a	4	+4
Sustainable Engagement	0	3	+3
Empowerment	-1	2	+3
Development & Training	-2	0	+2
Manager Effectiveness	1	2	+1

Sample response from 2019 Employee Engagement Survey:

" Everyone I work with is amazing and make the Cintas culture awesome. My leaders and other partners all are ready to help whenever I have questions. I have yet to come across a partner, supervisor or manager that was not willing to help me with any situation I come across."

WHAT WE'VE LEARNED

Several individual themes emerged from the responses.

- **Safety** – We foster a safe workplace. Our leaders address unsafe conditions. Our employee-partners are comfortable raising concerns.
- **Leadership** – There is upward communication. They are interested in our employee-partners' well-being. They make decisions consistent with our corporate culture. They present a clear vision.
- **Manager Effectiveness** – Managers provide recognition and feedback. They keep our employee-partners informed. They are available to their staff.
- **Empowerment** – We establish clear lines of sight and job roles.
- **Diversity & Inclusion** – We pursue a diverse workplace with support for diversity.
- **Benefits** – Our benefits package fits our employee-partners' needs.

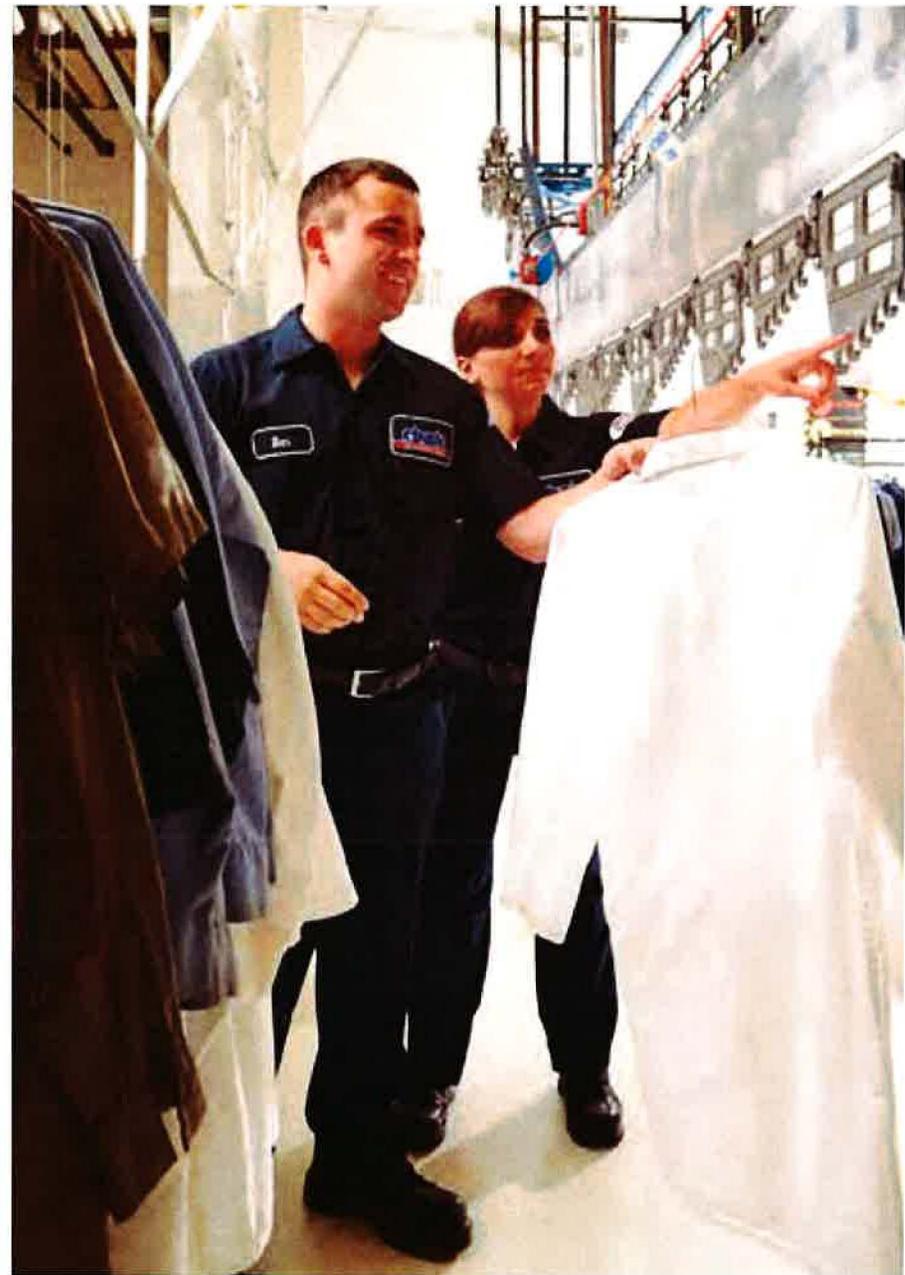
Sample response from 2019 Employee Engagement Survey:

“ Cintas is a wonderful company and I am proud to be a Cintas partner! As long as we continue to keep the focus on our partners, customers, and safety, working at Cintas can only get better.”

After each survey was completed, Willis Towers Watson analyzed the data and our management reviewed the results. Their evaluation was done with lenses on both the corporate and location levels, with action plans developed to address opportunities identified by the survey results.

Cintas' index ranking against High Performance Norms improved in eight categories from the 2015 survey to the 2019 survey.

The company will conduct its next engagement survey in 2022, and going forward, we expect to administer engagement surveys every two years.



LABOR RELATIONS

Cintas recognizes and respects the principles of freedom of association and our employee-partners' right to collective bargaining in accordance with applicable national laws. We strive to adhere to U.S. National Labor Relations Board protocols to support their rights to exercise their freedom of association and collective bargaining.

Cintas recognizes employee-partners' rights to form or join unions, including the right to a government-supervised election. We encourage them to make informed decisions on the matter.

We believe our employee-partners' decisions about association should be made consciously, deliberately, and in private. Their decisions should be free from the possibility of undue outside influence or coercion.

Between 2003 and 2011, we withstood a national unionization campaign during which a coordinated multiple-union effort put sustained pressure on Cintas to accept union representation on behalf of every employee-partner at all of our operating locations throughout the United States. We did not then – nor do we now – believe a unilateral decision for representation to be in the best interest of our employee-partners, and we defended their rights to a federally supervised election and collective bargaining.

Our objection to this campaign was not about blocking our employee-partners' efforts to unionize. It was that this particular campaign wanted Cintas management to take away our employee-partners' right to vote on the issue and instead wanted management to make that decision for our people, on their behalf. At the time, we defined our position regarding our employee-partners' right to vote with the phrase "The right to say yes and the freedom to say no." We continue to maintain that any decision to unionize can only be made by our employee-partners and that Cintas management should not take that away.

In areas where our employee-partners have voted for union representation, we satisfy our bargaining obligations as defined by the law.

CURRENT ASSOCIATIONS

As of September 1, 2021, a total of 935 of our employee-partners were covered by collective bargaining agreements, representing approximately 2.4% of our workforce. In the United States, 337 employee-partners were represented under 12 agreements and in Canada, 598 were represented under seven agreements.

LOCATIONS IDENTIFIED AS RISKS

Cintas has not identified any locations under our operation where our employee-partners' right to freedom of association and collective bargaining may be at risk.

We are unable to report on any Global Supply Chain Supplier operations that could be at risk for such issues, but our Vendor Code of Conduct requires suppliers to respect workers' rights to collective bargaining and their freedom of association.

MINIMUM NOTICE

In cases where operational changes are set to occur, we make every effort to provide as much notice as possible to our affected operations, given the scope of the imminent changes.

In cases where a [Worker Adjustment and Retraining Notification \(WARN\)](#) is required, we provide at least the minimum required notice to our operation(s) affected.

All of our U.S.-based collective bargaining agreements include standard 60-day notification periods as required by law.



THE RIGHT TO SAY YES, AND THE FREEDOM TO SAY NO

In almost all instances, when our employee-partners have the opportunity to cast their vote for association in a private, government-supervised election, they have voted against union representation. Our employee-partners who are currently unionized joined while working for a company that we later acquired.

We believe our strong corporate culture is fundamental to their decision. All of our employee-partners are important and vital to our success. We value their opinions and feedback, no matter their role in the company.

We believe the best solutions come from our front lines – from those employee-partners keeping our processing plants moving and building relationships with our customers – because they know the job the best.

Our management philosophy is based on managers and supervisors interacting with their employee-partners every day, walking around and talking with them, and maintaining an “open door” to their offices. We believe these ongoing exchanges facilitate an environment of open communication and help create strong relationships built on trust and respect.

Because we value our employee-partners so much, we share our success with them. We recognize their ongoing commitment to Cintas, celebrate their efforts to

keep us ahead of others in our industry, and provide them with our company’s competitive compensation ([see pg. 37 for more information](#)).

In addition, every employee-partner who has worked at least 1,000 hours at Cintas is eligible to become a company shareholder, with shares provided through our ESOP. This goes back to our corporate culture and calling each other “partners”: we all work together and play vital roles in our company’s success, so we collectively enjoy ownership in the company that we have helped build.

We promote world-class safety practices throughout our organization, and we’ve been repeatedly recognized and honored for our processes and commitment to a safe work environment – most notably with the Occupational Safety and Health Administration (OSHA)’s highest recognition for workplace safety: the Voluntary Protection Program (VPP).

Our employee-partners have opportunities to expand their career paths. We facilitate training and certification as roles require, we prioritize

the growth and development of our employee-partners, and our strong preference is to promote from within.

We firmly believe that all of these reasons – and more – have provided a strong, open environment where all of our employee-partners feel valued and supported. And we believe this is why, when they have been presented with alternative options, they have chosen not to vote for association.



HUMAN RIGHTS

Cintas is committed to upholding and promoting human rights and workplace rights and safety, both in our own facilities and in those we do business with around the world.

We respect the worth of all human beings. We aim to create opportunities for individuals to challenge themselves while working in a supportive environment that affords each person an equal opportunity for development and advancement.

We pride ourselves on our corporate culture, and our position on human rights is a natural extension of it.

OUR STANDARDS AND REQUIREMENTS

In addition to our own company policies, we support the United Nations and the various international, national, and state governments that have established requirements and laws to promote fair treatment of all humans. These laws set labor and safety standards and support efforts to make sure that protected classes are treated equally.

This responsibility doesn't just fall on Cintas and its employee-partners; it is also the responsibility of our external suppliers, contractors, and business partners. While cultural and societal differences exist throughout the world, our [Vendor Code of Conduct](#) requires our Global Supply Chain Suppliers to meet our standards regarding human rights and fair labor practices.

Our requirements incorporate many key International Labour Organization (ILO) conventions, including:

- Forced Labour Convention (No. 29)
- Freedom of Association and Protection of the Right to Organise Convention (No. 87)
- Right to Organise and Collective Bargaining Convention (No. 98)
- Equal Remuneration Convention (No. 100)
- Abolition of Forced Labour Convention (No. 105)
- Discrimination (Employment and Occupation) Convention (No. 111)
- Minimum Wage Fixing Convention (No. 131)
- Workers' Representatives Convention (No. 135)
- Minimum Age Convention (No. 138)
- Collective Bargaining Convention (No. 154)
- Worst Forms of Child Labour Convention (No. 182)

We also support international human rights principles, including the United Nations Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights (UNGPR), the European Convention on Human Rights, and other notable human rights accords.

Hours and Wages

We require that workers must be paid at least the legal minimum wage. While we understand that overtime is occasionally necessary to meet production demands,

workers must be allowed a reasonable amount of time off from their duties to afford humane and productive working conditions. We expect our Global Supply Chain Suppliers to comply with all applicable laws and regulations in their country regarding working hours, wages, and overtime pay.

Child Labor and Forced Labor

Cintas defines child labor as any work performed by individuals under the age of 16, or those under the compulsory school age – if that is higher than 16 – as defined by the location where work is being performed. The use of child labor by Cintas' Global Supply Chain Suppliers is strictly prohibited, and they must only employ workers who meet the minimum age requirements in their area.

Our Vendor Code of Conduct strictly prohibits the use of prison labor, forced labor, enslaved labor, or trafficked labor. It also prohibits knowingly utilizing or purchasing materials or products manufactured from companies that use uncompensated prison workers, indentured servitude, or enslaved or trafficked labor. Further, it prohibits our Global Supply Chain Suppliers from requiring any worker to remain under their employment for any period of time against their will.

Our policies also prohibit discrimination or harassment of any employee-partner on the basis of any personal status or human rights protected by law or statute. This policy extends to our vendors.

We participate in the [American Apparel & Footwear Association and Fair Labor Association Commitment to Responsible Recruitment](#), which requires that no workers should pay for their jobs; workers retain their own travel documents and freedom of movement; and that all workers are informed of the basic terms of their employment before traveling to start employment. Our Global Supply Chain Suppliers are also expected to commit to this.

In FY21, we identified at-risk Global Supply Chain Suppliers that have been known to conduct business in China and the Eastern Hemisphere, and required them to attest that they do not work with or source from (past or present) vendors or suppliers in China's Xinjiang Uyghur Autonomous Region. This area is known for utilizing Uyghurs and other Muslim minorities for forced and imprisoned labor.

Collective Bargaining

As is our policy at Cintas, we expect our Global Supply Chain Suppliers to respect their workers' rights to organize and collective bargaining ([see Labor Relations on pg. 43](#)). Workers must have the right to make an informed decision on the matter, have the right to free, fair, and government-supervised elections, and not be subject to representation that has been adopted unilaterally.

SAFETY AND HEALTH

We're immensely proud of our reputation for our world-class management of – and innovation in – employee health and safety. It's a commitment that's embedded deep within our culture and is also enumerated in our ambitious safety vision.

Our safety vision includes three components: for every Cintas location to be injury-free; for every employee-partner to be engaged in continuously improving safety; and for Cintas to be widely recognized as one of the world's leaders in safety and health performance.

We've been incredibly successful in keeping our employee-partners safe and healthy, in large part due to our organizational input and buy-in from every employee-partner in creating a safer workplace. Embracing health and safety has resulted in our industry-leading low incident rates, as well as recognition for our initiatives and track record.

Safety has always been important to us – it's part of our desire to run our company ethically and to support the work our employee-partners do on our behalf. However, a tragic incident in 2007 that resulted in an on-the-job death was an inflection point in our safety journey. Since then, we have prioritized perpetuating a culture of safety that constantly innovates better and safer ways of working and recognizes improvements in our safety performance.

As a result, we have lowered our incident rates dramatically, working hand in hand with our employee-partners to create a safer workplace. Involving our frontline workers in our safety journey has proven to be vital to our success.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Our occupational health and safety management system is a multiple-tiered program to identify hazards and safety concerns; implement safer processes and improvements; and monitor our organization for safety-enhancement opportunities. The system applies to Cintas employee-partners, contractors, vendors, and visitors at our facilities, as well as when traveling to and from, and performing work at, our customer locations.

To continue to promote world-class health and safety standards, we have layered [OSHA's VPP](#) into our health and safety management system. This heightened level of planning and safeguarding encourages even greater standards of protective workplace safety and health, and helps operationalize their everyday execution.

The VPP recognizes businesses that implement effective health and safety management systems, and that maintain injury and illness rates below the Bureau of Labor Statistics' national averages in their respective industries.

SPOTLIGHT: VPP ACHIEVEMENT

Our commitment to OSHA's VPP Program has set a new standard for U.S. companies. A total of 117 Cintas sites were recognized by OSHA as VPP Star certified as of August 31, 2021, a total that outpaces any other American company by a three-to-one margin.

We believe in the program and support OSHA's mission to recognize companies that prioritize the safety and health of their employees.

We're honored to dedicate such time and resources to pursue VPP Star certifications across our organization, and also maintain our certifications once we achieve them.

TOP 10 VPP STAR SITE CERTIFICATIONS

RANK	COMPANY	VPP SITES
1	Cintas	117
2	GE	39
3	Raytheon	38
4	Marathon	32
	Milliken	32
	Covanta	32
7	NuStar	31
	Monsanto	31
9	Phillips	30
10	Sherwin Williams	29
	Total Safety	29



The VPP certification process is rigorous. To achieve certification, businesses must demonstrate that management and employees work cooperatively – and proactively – to prevent workplace accidents. They must display a joint commitment to hazard prevention and control, perform ongoing analysis, and implement effective training programs. Every location that earns VPP certification must provide OSHA with annual detailed reports outlining their safety and health process improvements. These locations must also undergo a rigorous on-site audit by OSHA and third-party assessors every three to five years to maintain their certification.

As of August 31, 2021, a total of 117 of our locations achieved VPP Star certification²⁷ – three times more than any other U.S. company.

EMPLOYEE-PARTNERS CENTRAL TO IDENTIFYING CONCERNS

A key element of our safety and health success is our employee-partners' continued personal investment in our journey. Safety is truly a team effort at Cintas, and has helped us create a deeper, more direct connection with our people.

While they are on the job, our employee-partners are trained to identify risks and issues in their work area, report issues, and not perform dangerous work, or work in dangerous conditions that could cause injury or harm.

Field locations have a designated Safety and Improvement Committee (SIC), which includes trained employee-partners from across the location's departments, as well as the local management team.

TRAINING AND DEVELOPMENT

Employee-partners are trained in more than 50 safety and health topics each year, with a minimum requirement of 10 hours of training – offered live in-person or online, or available on-demand – with specific trainings assigned by job and work scope. They are then evaluated by written, verbal, or skill-based assessments, and their progress is monitored and reviewed. Training and evaluation are conducted by locally based corporate or third-party instructors, depending on the topic. Some select training sessions – such as electrical and driver safety – are taught by external experts.

Most of our training curriculum has been designed in cooperation with industry experts and focuses on situations specific to Cintas. These include the Cintas Maintenance Safety Certification, which was recognized by the International Maintenance Conference in 2017. All maintenance and engineering employee-partners must successfully complete the written and performance test to earn certification.

Safe driving is imperative at Cintas. We have collaborated with driver safety service providers to help us adapt their approaches to our drivers' unique

needs. Through our partnerships, we offer enhanced driver training, on-the-road evaluations, and driver drills to better coach and assess driving skills. To reinforce our safe driving policies, our executive leaders deliver annual reminders about safe driving practices as we strive to be recognized as a top performer by the Network of Employers for Traffic Safety (NETS).

Our frontline employee-partners are not the only ones who undergo rigorous safety and health training. Our Safety and Health (S&H) Team managers are required to attend OSHA's 10-hour Safety Improvement course and Management Safety Leadership Skills course – a comprehensive overview of proven safety principles that is featured in the Harvard T.H. Chan School of Public Health safety and health curriculum.

ONGOING EVALUATION AND MEASUREMENT

Safety and health are full-year commitments at Cintas, and every level of the organization participates in our ongoing efforts.

Locations self-assess against safety and health protocols, and undergo routine safety evaluations by our corporate S&H Team. Our locations also conduct regular driver assessments where a Service Supervisor who is a certified [Smith System](#)[®] Evaluator rides a route with a driver. The results of these assessments must be verified by the location's General Manager each month.

To ensure we continually focus on improving our safety journey, each of our business divisions holds regular safety and health meetings with our S&H Team.

OCCUPATIONAL HEALTH INITIATIVES

In addition to job-specific training, our employee-partners also receive ongoing education in a variety of health and wellness topics, including nutrition, flexibility, fitness, performing in extreme temperatures, and hydration. Cintas locations partner with local third-party medical and wellness providers to enhance our employee-partners' knowledge and help locations minimize and eliminate risks. They also support work accommodation requests and help monitor return-to-work programs and requirements.

Our award-winning ergonomics team, recognized by the International Ergonomics Association, helps lead the way in reducing occupational injuries like strains and sprains by identifying and working to reduce hazards. Ergonomics evaluations and training are available to all employee-partners. Our corporate ergonomic trainers have helped us reduce our ergonomics-related injuries.

Locations are challenged to reduce risks and set goals for motions saved and projects implemented using best-practice ergonomic solutions available through the Cintas Ergo Catalog.

Employee-partners can also submit their own suggestions to reduce motions or strains and enter our own Ergo Competition. Entries are evaluated

²⁷ OSHA records as of Aug. 31, 2021. Retrieved from [osha.gov/vpp/bylocation](https://www.osha.gov/vpp/bylocation) on Oct. 3, 2021.

for their low-cost creativity for solving common work-related issues like lifting, reaching, pushing, or pulling. Winners are entered in national and international ergonomics competitions where they compete against employees from other companies around the globe. Our employee-partners have won Ergo Cups in various categories at the Applied Ergonomics Conference three times in the last four years, and our employee-partners' solutions have also been recognized by the International Council on Systems Engineering.

As the COVID-19 pandemic continued through FY21 and beyond, we updated and adjusted our COVID-19 Preparedness Plan, using updated Centers for Disease Control and Prevention (CDC) and OSHA advisories as guidance. On top of enhancing our cleaning protocols at all of our locations following OSHA's directives, all employee-partners are expected to perform daily at-home health assessments, increase personal hygiene and hand washing, wear masks in public and shared areas, social distance, and adhere to capacity reductions in public and shared areas. Additionally, work-from-home options were made available to employee-partners whose job functions allowed it.

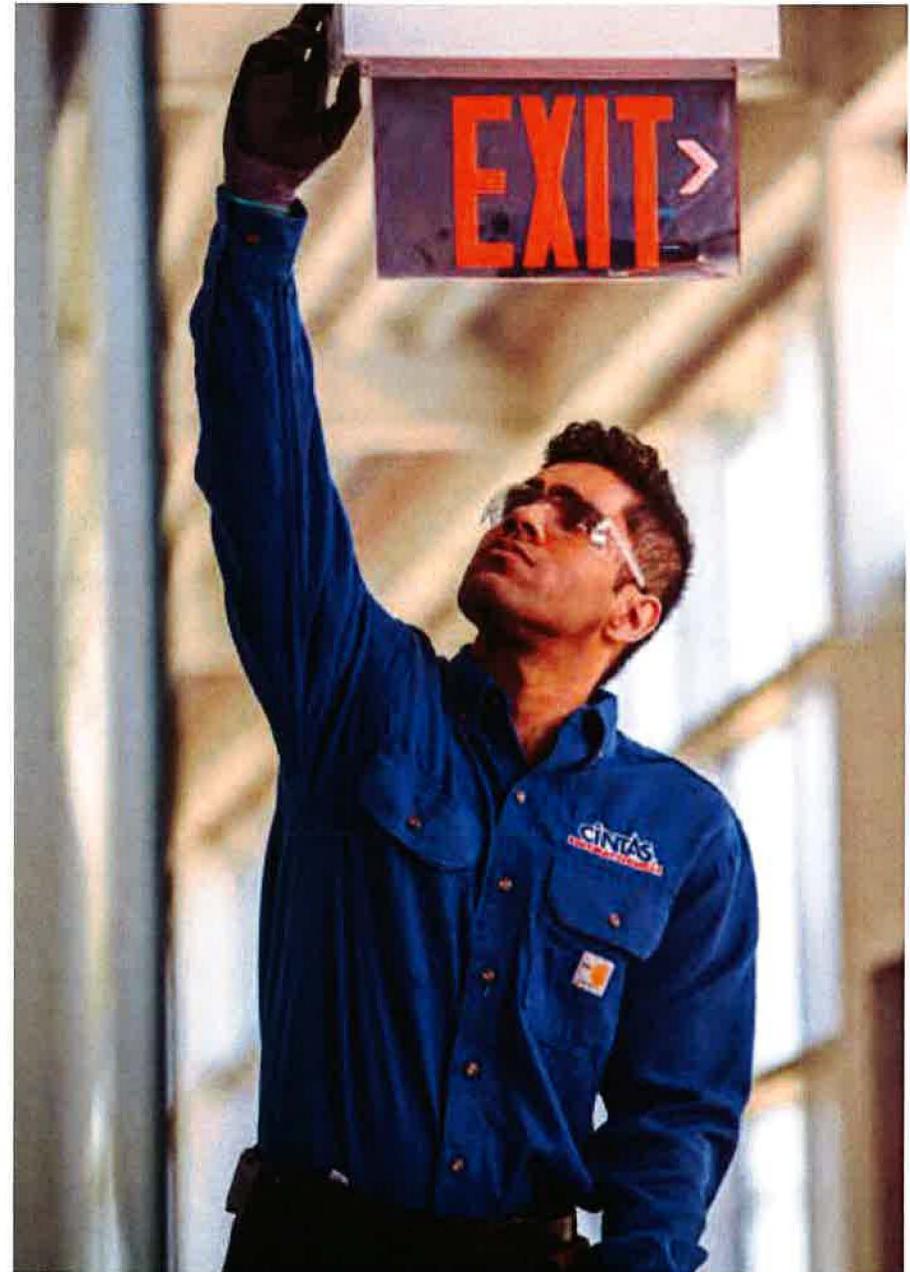
SHARING OUR SAFETY KNOWLEDGE

Our S&H Team isn't just focused on our employee-partners' daily routines. It's also a key resource during internal-use product and equipment reviews and installations, and our process efficiency developments.

Our dedication to raising world-class safety and health standards doesn't stop at our doors. Members of our award-winning S&H Team regularly offer ongoing education sessions at safety and health conferences and symposiums around the world, and also serve on influential professional safety and health boards, panels, and committees.

Further, we've developed the Safeload system for safer, more ergonomic handling of soiled laundry, and the wash-alley safety system for safe access to industrial laundry equipment. We've also introduced the patented Graceport device for safe electrical maintenance (now widely used outside our company), and we have codified contractor safety qualification processes.

At the request of the Honduran government, we helped establish a standard for safety and health, and became the first workplace in Honduras to receive the "Safe Company with Safe Work" designation.



SAFETY & HEALTH DATA	UNITS	FY21
Total Recordable Injury Rate (TRIR) ²⁸	%	1.70%
Lost Time Injury Rate (LTIR) ²⁹	%	0.55%
Fatalities (Cintas Employee-Partners)	Qty.	0

²⁸ Calculated per 100 workers, based on 200,000 hours worked.
²⁹ Calculated per 100 workers, based on 200,000 hours worked.

GLOBAL SUPPLY CHAIN AND SUPPLIER RELATIONS

A critical component of our business is our global supply chain, which provides our employee-partners with the goods and products required to help our customers get **Ready for the Workday®**.

To support our relationships with our largest Global Supply Chain Suppliers, our Global Supply Chain (GSC) Department is structured to effectively support the three main segments of Cintas' business: Garment (Rental Uniform and Design Collective), Facility Services, and First Aid & Safety/Fire. GSC primarily manages our largest corporate Global Supply Chain Suppliers. These suppliers generally reach \$1 million or more in purchases by Cintas and must meet specific requirements to do business with us.

Global Supply Chain Suppliers are expected to adhere to our corporate policies on purchase agreements and supplier compliance, including stipulations on contractual obligations, administrative tasks, purchase business review requirements, purchase agreement approval levels, and Code of Conduct requirements.

We procure goods and products from a global network that includes vendors in the United States as well as from China, Colombia, Costa Rica, Dominican Republic, Egypt, El Salvador, Ethiopia, Germany, Guatemala, Haiti, Honduras, India, Kenya, Malaysia, Mexico, Nicaragua, Pakistan, Philippines, Portugal, and Vietnam.

Our supply chain procures almost 90% of the finished products for our uniform rental garments and our Design Collective garments. Our suppliers help us both manufacture our owned brands (Cintas, Design Collective by Cintas, Doc and Amelia, and Fourmy), and acquire products from national brands.

Additionally, we obtain raw materials and garment components, such as fabric, reflective striping, buttons, snaps, zippers and threads, from Global Supply Chain Suppliers that invest in their own research and development. We will often facilitate the acquisition of the necessary raw materials they need to manufacture our products.

VENDOR CODE OF CONDUCT

Cintas is committed to sourcing its finished goods and supply products in a lawful, ethical, and responsible manner. To that end, we expect Global Supply Chain Suppliers to conduct business in an equally ethical and moral manner, both domestically and internationally.

Global Supply Chain Suppliers are expected to comply with our rigorous [Vendor Code of Conduct](#), which outlines our guidelines and requirements. Some key provisions in the Code include fair labor standards, as per ILO definitions, as well as conflict minerals policies and anti-corruption requirements.

Our Vendor Code of Conduct also stipulates penalties – up to and including the cancellation or denial of Cintas business – should provisions be violated. Global Supply Chain Suppliers are subject to annual, in-person audits that review more than 300 points of business. These audits are conducted by independent third-party inspectors, including those who certify under Worldwide Responsible Accredited Production (WRAP) standards, or others who are certified in global compliance audit standards. Global Supply Chain Suppliers are assessed against corrective action plans (CAPs) if any issues are identified during the audits.

As we continue our enterprise business review related to our ESG priorities and begin to identify targets as of part of our ambition to achieve Net Zero GHG emissions by 2050, we anticipate collecting Scope 1 and 2 emissions data from our Global Supply Chain Suppliers. We intend to work with them to identify ways to reduce their GHG emissions across their own value chain. Lowering our Scope 3 emissions, as well as minimizing our downstream water use, waste, and raw materials needs, will be vital to achieving Net Zero by 2050 and lessening the overall environmental impact of our value chain.

HUMAN RIGHTS STANDARDS

Our Vendor Code of Conduct promotes Global Supply Chain Suppliers' compliance with standards regarding human rights and fair labor practices. These include laws and regulations related to working hours, wages, and overtime pay; child labor; prison, forced, enslaved, or trafficked labor; discrimination; paying for work; and collective bargaining and the right to organize.

More information about our corporate position on these matters is available in the Human Rights section of this report.

ASSESSING AND MONITORING NEW GLOBAL SUPPLY CHAIN SUPPLIERS

To confirm we work with Global Supply Chain Suppliers that prioritize ethical working standards and treat their employees fairly, we assess all potential new vendors and monitor current suppliers.

While we recognize that many different legal and cultural environments exist throughout the world, our Vendor Code of Conduct details our basic expectations for Global Supply Chain Suppliers to do business with us.

Potential new Global Supply Chain Suppliers and new vendor facilities undergo a review and assessment process. Our sourcing group identifies the potential new supplier or facility and triggers a social compliance exam.

Before the assessment process begins, some situations – including geographic location or types of goods being manufactured – may also trigger a preliminary risk evaluation of the potential facility, which is conducted by a Cintas field engineer.

The actual assessment, conducted by an independent third-party auditor, continues with a physical compliance audit of the facility, which includes more than 300 points of business. Cintas GSC staff then work with the supplier to produce the required compliance documentation and explain any actions needed to comply with our Vendor Code of Conduct through a CAP.

These findings are categorized as Below Minimum Standards (BMS), Immediate Action (IA), and Corrective Action (CA). The report outlines the corrective measures required for any finding, with the potential for a follow-up audit to document compliance. Once corrective actions are supported with proper documentation, the supplier or facility is certified to do business with Cintas as a Global Supply Chain Supplier.

If the facility already holds a compliance certification from an independent certification agency (such as WRAP, Intertek, SA8000, or another recognized body), those certifications generally satisfy our requirements.

Once a supplier is certified as a Global Supply Chain Supplier, they are subject to annual compliance audits – similar to the initial assessment process – to maintain our business. These audits are typically conducted in person by independent inspectors who are trained on local labor laws and requirements; are fluent in the language(s) spoken by management and employees; and engage directly with facility leadership and conduct employee interviews.

FY21 Monitoring

In FY21, we conducted 139 supplier audits with in-person visits by third-party auditors and confirmed current certification for suppliers holding current third-party certifications or with the Cintas Desktop Remote audit process. However, COVID-19's impact on travel restrictions and health and safety necessitated some temporary adjustments to some elements of our audit process.

As a result, we also conducted fewer audits of low- to medium-risk Global Supply Chain Suppliers, and waived audit requirements for the year for suppliers that were deemed to be low risk.

PROMOTING ETHICAL INTERACTIONS

Training on Supply Chain Issues

Internally at Cintas, employee-partners with direct responsibility for supply chain management receive mandatory internal training so they are knowledgeable and aware of social issues that could arise in a global supply chain. These include

the risk of child labor, human trafficking, and modern slavery, as well as issues concerning conflict minerals.

Using real-life scenarios and referencing current global regulations, Cintas uses external [TRACE e-learning](#) resources, which specialize in maintaining global compliance standards in these areas. TRACE courses outline the requirements of global trafficking-related statutes, including the UK Modern Slavery Act and U.S. Federal Acquisition Regulation, helping learners understand human trafficking risks and formulate a plan to identify and address trafficked labor.

Through Cintas' anti-corruption training program, GSC employee-partners who are directly involved in business activities that have the potential to elicit bribery or corruption activities are identified for additional anti-corruption training. This annual training is overseen by our CCO and separate from other GSC training modules.

Reporting Concerns

We provide several means for both Cintas employee-partners and external parties to register concerns or report issues about Global Supply Chain Suppliers.

Anyone can report an anonymous concern using the Cintas Direct Line – either via the phone line or online – staffed 24/7 by an independent third party. Cintas employee-partners can also report concerns to their supervisor, HR, or managing executive. External parties,

including Global Supply Chain Suppliers, can raise concerns during the annual on-site compliance audit, or through their established Cintas relationships with category managers and field engineers, or as part of annual supplier business review meetings.

CONFLICT MINERALS

Cintas does not purchase raw materials directly from smelters, and expects Global Supply Chain Suppliers to source materials from socially responsible sources.

GSC conducts an annual review of Global Supply Chain Suppliers to identify suppliers that may use conflict minerals in their production processes. They are reviewed using a qualification survey to determine if they may supply us components, products, or goods manufactured using conflict minerals. Those identified are enrolled in our Conflict Mineral Training seminar so they understand our [Conflict Minerals Policy](#), and must also report their conflict minerals use to us. We then submit that information to the extent required to the U.S. Securities and Exchange Commission (SEC).

Global Supply Chain Suppliers that do not comply with our annual conflict minerals review are subject to penalties, up to and including denial of Cintas business.

SUPPLIER DIVERSITY

We believe a diverse supplier base provides enhanced product offerings, better meets customer needs, and reflects the ever-changing demographics of the communities in which we do business. It also provides increased competition, creativity, and flexibility in our supply chain.

Cintas uses many different suppliers to fulfill its business needs, and one metric we've prioritized is our spend with certified diverse suppliers. To qualify as a diverse supplier at Cintas, the vendor must be a for-profit business headquartered in the United States or its trust territories, and be at least 51% owned, operated, and controlled by a U.S. citizen who is a minority, woman, or veteran.

In FY21, we spent \$387.7 million with certified diverse suppliers, which represents 16.9% of our total U.S. supplier spend – setting records for both total spend and spend percentage. Our FY21 supplier diversity spend was significantly higher than any previous year as a direct result of four primary suppliers of PPE – like masks, gloves, and isolation gowns – being certified diverse suppliers.

Since FY07, we have spent \$2.8 billion with diverse suppliers. In the decade since FY12, we've increased our percentage of spend from 10.2%, with our percentage of spend fluctuating between 11.4% and 12.7% from FY16 to FY20.

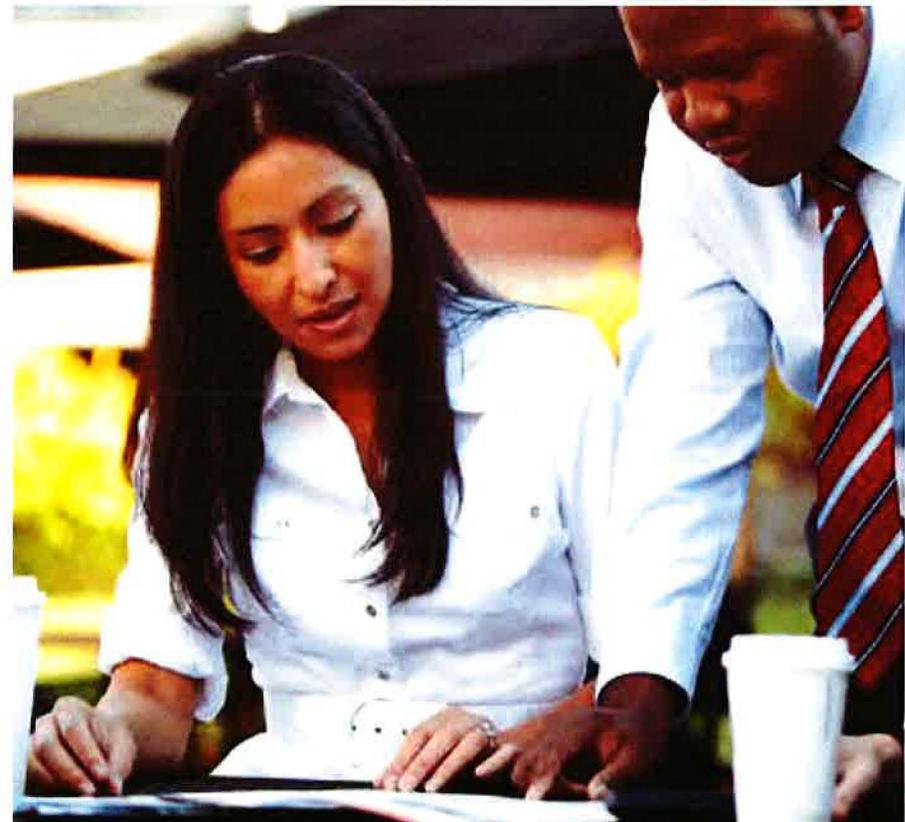
To champion and promote our supplier diversity initiatives, we've created our Supplier Diversity Executive Steering Committee, a group of more than 35 Cintas executives who serve as change agents and advocates for diverse suppliers throughout our company. They help educate employee-partners on the value proposition and competitive advantage that supplier diversity offers.

We believe our award-winning supplier diversity program is a model for our industry and business, and continue to work with various national and local advocacy agencies, including the National Minority Supplier Development Council and the Women's Business Enterprise National Council. In Cincinnati, where we are headquartered, we work with minority business organizations like the African American Chamber of Commerce and the Hispanic Chamber, and Minority Business Accelerator – both subgroups of the Cincinnati USA Chamber.

Our program has been successful since its launch, and we are looking for additional ways to include diverse suppliers in our supply chain. While we aim to increase our year-over-year spend with diverse suppliers overall, we're also looking to increase our spend with veteran- and service-disabled veteran-owned businesses.

SPEND ON DIVERSE SUPPLIERS

YEAR	% OF U.S. SPEND	DOLLAR SPEND ON DIVERSE SUPPLIERS
FY17	11.7%	\$208.6M
FY18	12.1%	\$231.3M
FY19	12.7%	\$277.9M
FY20	11.4%	\$247.8M
FY21	16.9%	\$387.7M



LOCAL COMMUNITIES

We're immensely proud of the impact we've had in our local communities through our corporate philanthropic activities. This includes monetary donations, in-kind donations, and active fundraising on behalf of key charitable and not-for-profit organizations, which we collectively brand under the banner of [Cintas Cares](#), our corporate philanthropic arm.

As a company, we have six primary philanthropic partnerships and initiatives: American Cancer Society, American Diabetes Association, American Heart Association, National Fallen Firefighters Foundation, Matthew 25: Ministries, and the Cintas Partner Assistance Fund. These are outlined in more detail on the next two pages.

Managed at the corporate level through the Corporate Affairs Department, these six initiatives allow involvement from all of our U.S. locations and employee-partners. Our Canadian employee-partners engage and support local organizations concerned with cancer, diabetes, and heart health.

A key component of our philanthropic success is the passion our employee-partners have for giving back. Our Impact Champions program helps bring our initiatives to life at our local operations and provides a national footprint for our efforts. More than 250 Impact Champions across the company work with their local human resources staff to generate awareness and buy-in for our major initiatives.

We've seen incredible local support for, and commitment to, these national partnerships.



Senior VP Todd Gregory, President and CEO Todd Schneider, Rental President and COO Jim Rozakis, Senior VP Scott Garula, Executive Chairman Scott Farmer, Fire Protection President and COO John Amann and First Aid & Safety President and COO Mark Carter celebrate Cintas' philanthropic partnership with the American Heart Association on National Wear Red Day.

OUR CORPORATE PARTNERSHIPS



American Cancer Society

At a corporate level, our relationship with the American Cancer Society began in 2020 and includes fundraising through national Relay for Life and Making Strides Against Breast Cancer events. We also support the organization with a company-wide apparel sale each fall, with the proceeds from our Canadian employee-partners' purchases directed to the Canadian Cancer Society.

Through this partnership, our employee-partners have access to some of the American Cancer Society's support

resources, including the Road To Recovery® program, 24/7 live online patient support, live webinars about cancer prevention with medical experts, and access to Hope Lodge if they must travel out of town for treatment.

Although our corporate relationship was established recently, Cintas employee-partners have long supported the American Cancer Society at a grassroots level. Over the years, we have helped raise almost \$1 million across our locations.



American Diabetes Association

Our relationship with the American Diabetes Association began in 2019 and was established to raise awareness about diabetes among underserved and minority communities. Through this partnership, the American Diabetes Association also has a business partnership with our First Aid & Safety division to produce health kits with first aid items frequently needed by diabetics, which has raised more than \$250,000.

The American Diabetes Association provides free, confidential diabetes risk-testing to our employee-partners so they can understand their potential for developing Type 2 diabetes. It also provides access to its Diabetes Food Hub app with recipe and meal-planning options for those living with diabetes.





American Heart Association

The American Heart Association (AHA) is one of our longest-standing corporate philanthropic relationships, dating back to 2005. Cintas partners with the AHA as a provider of CPR, first aid, and AED training nationwide, and our certified trainers in our First Aid & Safety division teach AHA’s certification curriculum in their courses. Since 2016, we have trained and certified more than 800,000 people in lifesaving CPR and first aid.

Each year, Cintas employee-partners across the United States participate in both the Heart Mini-Marathon & Walk and the national Heart Walk. Almost 500 employee-partners participated in the two virtual events in 2021, raising almost \$50,000 – a total that contributed toward our overall \$100,000 annual commitment to the organization. Cintas is also a sponsor of the organization’s Go Red for Women campaign.



National Fallen Firefighters Foundation

We formalized our relationship with the National Fallen Firefighters Foundation (NFFF), our latest corporate philanthropic partner, in 2021. The NFFF works closely with our Fire Protection division on a variety of key initiatives. Cintas is a Chief Sponsor of the organization’s 9/11 Memorial Stair Climbs program, which features fundraisers across the United States in September and October in observance of the events on

September 11, 2001. The funds raised at those events support families of fallen firefighters and other New York City Fire Department programs.

The NFFF relationship is also an opportunity for Cintas to engage directly with local fire departments when we host the organization’s Prevent the Preventable learning and development programs at locations across the United States.



Matthew 25 Ministries

Matthew 25: Ministries

Our extensive partnership with Matthew 25: Ministries goes back to 1998 and is our longest-standing corporate philanthropic relationship.

We assist Matthew 25: Ministries with its national and global disaster relief efforts by providing Cintas products and garments for the organization to distribute in displaced communities. The organization's disaster response includes a Cintas-branded van, which we donated to assist with their on-the-ground efforts in disaster areas.

In the past, we have also partnered with Matthew 25: Ministries to bring Cintas employee-partners on mission trips to Haiti and the Appalachian area of West Virginia, as part of our annual Clothe the Kids campaign. Since 2003, our employee-partners have donated almost 4 million articles of clothing and school supplies for disadvantaged children and contributed thousands of volunteer hours. As well as helping children in need, the program also contributes to the circular economy by finding a positive way to reuse items of clothing.



CINTAS CARES PARTNER ASSISTANCE FUND

Cintas Partner Assistance Fund

We launched the Cintas Partner Assistance Fund (CPAF) in 2019 to provide financial assistance to our own employee-partners who have been negatively affected by natural disasters. Started with \$500,000 in seed money from Cintas, the fund is now valued at almost \$4 million – including ongoing donations from our own employee-partners through weekly payroll deductions and one-time contributions.

The mission of the CPAF aligns with our company's ambition to reduce its environmental impact and support

global efforts to mitigate climate change. With catastrophic weather events rising across North America – with all types of natural disasters causing greater harm and damage – we recognize the need to provide support for our employee-partners when these challenging situations occur, many times unexpectedly.

While eligibility to receive financial assistance from CPAF is currently limited to those affected by natural disasters, we hope to soon expand eligibility to include other catastrophic life events, to further aid our employee-partners in their times of greatest need.



LOCAL PROGRAMS

In addition to these six programs, we also have successful programs supported by our corporate headquarters in Cincinnati. These include relationships with Adopt A Class, where teams of volunteer employee-partners present weekly lessons in local classrooms; the United Way of Greater Cincinnati; and Dress for Success in Cincinnati.

Our field locations across the United States and Canada are also encouraged to get involved in their local communities and form relationships that are meaningful to their businesses. We also provide toolkits and support to locations interested in initiating these types of civic and community relationships in their cities and towns.



United Way of Greater Cincinnati



GOVERNANCE

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ESG GOVERNANCE

GOVERNANCE APPROACH

We believe establishing strong and ethical governance is foundational to achieving our Principal Objective: to exceed our customers' expectations to maximize the long-term value of Cintas for our shareholders and employee-partners. This approach aligns and drives our financial and social performance and helps ensure accountability and legitimacy for our stakeholders.

Our governance and management structure are guided by our [Code of Conduct and Business Ethics](#), which establishes clear and consistent expectations for decision-making by all Cintas Directors and employee-partners. Our Code of Conduct requires adherence to laws and regulations and helps preserve the integrity of our company. Each Director, executive, manager, and employee-partner is required to undergo Code of Conduct and Ethics training upon joining the company, sign an acknowledgment of its contents, and complete additional annual training.

We are committed to being a responsible corporate citizen and strive to incorporate ESG principles and considerations into the daily operations of our business. Under the Board's direction of our strategic approach to sustainable long-term value creation, we aim to operate our business in a way that is consistent with protecting the environment and enhancing humanity

while maintaining accountability for our actions and decisions.

As we consider our business decisions, we leverage internal processes that include disciplined due diligence and risk assessment to evaluate potential outcomes. Our Principal Objective and our strategic plans also factor heavily in our planning. Our business activities involve fossil fuel, water, and raw material use, and generate GHG emissions and waste, and we are aware of the risks these pose. We work with our Board of Directors, management, and stakeholders to run our business in a manner that aims to reduce, mitigate, or eliminate our impact in these areas.

GOVERNANCE STRUCTURE

Our governance is placed in the hands of our Board of Directors, our highest governing body. The Board is elected annually by a one-for-one vote of Cintas shareholders and oversees the management of our company, as spelled out in our [Corporate Governance Guidelines](#).

Today, the Board is made up of nine Directors – seven men and two women – and 33% of the Board is diverse (in terms of gender, race, or ethnicity). The Board has created four working committees to address key issues in greater detail: the [Audit Committee](#), [Compensation Committee](#), [Nominating and Corporate Governance Committee](#) and [Executive Committee](#).

More information about our Board, including independent board leadership responsibilities and its good governance positions, is available in our [Corporate Governance Guidelines](#). Additional nomination information, Board governance, and committee activities are available in our [FY21 Proxy Statement](#).

During the 2021 calendar year, our Board underwent a few notable changes. Scott Farmer, who had served as both our CEO and Chairman since June 2016, retired as our CEO and transitioned to become our Executive Chairman as of June 1, 2021.

On this same date, Todd Schneider was appointed as our new President and CEO, and joined the Board as a new Director. In connection with his appointment to the Board, the Board was expanded by one seat.

After five years with a governance structure that included a joint role of Chairman and CEO, we will now operate under a structure that designates the Board of Directors' Chairman position and the company's CEO position to separate individuals.

All members of the Nominating and Corporate Governance Committee, the Audit Committee, and the Compensation Committee meet the independence requirements that apply to those committee assignments, as established both by Nasdaq and the Sarbanes-Oxley Act.

FY22 BOARD OF DIRECTORS

More information about our Board members, including biographical information and professional affiliations, is available in our [FY21 Proxy Statement](#).

Gerald S. Adolph
Nominating and Corporate
Governance Committee Chairman

John F. Barrett
Audit Committee, Nominating and
Corporate Governance Committee

Melanie W. Barstad
Compensation Committee,
Nominating and Corporate
Governance Committee

Karen L. Carnahan
Audit Committee, Nominating and
Corporate Governance Committee

Robert E. Coletti
Executive Committee

Scott D. Farmer (Executive Chairman)
Executive Committee

Joseph Scaminace (Lead Director)
Compensation Committee,
Nominating and Corporate
Governance Committee Chairman,
Executive Committee Chairman

Todd M. Schneider

Ronald W. Tysoe
Nominating and Corporate
Governance Committee

ESG OVERSIGHT

Instead of delegating oversight of risk to a specific committee, our entire Board oversees our risk management process. This includes our ESG-related strategies and initiatives, given their importance to our business.

The Board oversees and monitors ESG-related matters, including environmental programs, workplace conduct, training and development, employee-partner health and wellness, diversity and inclusion, pay equity, workplace conduct, responsible and ethical sourcing, cybersecurity and data privacy, and our principal operations, business, and compliance.

We use an enterprise risk management (ERM) process to monitor, measure, and manage risks; review our risk exposure; and elevate certain key risks for discussion at the Board level as appropriate. ESG-related matters are reviewed regularly by the full Board, as well as during committee meetings as necessary.

In addition to the Board membership changes in 2021, Cintas created a new executive position to lead all of our ESG efforts. Our new Vice President of ESG and CCO reports to the General Counsel and has assumed the responsibility of providing regular updates to, conducting informational exchanges with, and seeking input from the Board about the company's strategy and progress in ESG areas.

The Vice President of ESG and CCO will work with business and functional leaders across our company to determine our ongoing sustainability strategies, as well as policies and goals related to our corporate responsibility initiatives.

Additionally, the Senior Vice President of Human Resources and Chief Diversity Officer provides ongoing updates to the Board about the company's human capital and diversity, equity, and inclusion efforts, as well as its strategy and performance against established goals.

We encourage our stakeholders to provide feedback about our ESG activities to us through their standard stakeholder communications channels, including their direct relationships, publicly available means like the Cintas Direct Line, and written correspondence to ESG@cintas.com or our Secretary, as spelled out in our [2021 Proxy Statement](#).

CRITICAL CONCERNS

Should a critical concern be identified, it would be presented to the Audit Committee and then immediately reported to the full Board. No critical concerns were identified in FY21.

REPORTING CONCERNS

Cintas is committed to maintaining an ethical, responsible workplace. Our [Code of Conduct and Business Ethics](#) requires our employee-partners and those with whom we do business to comply with all applicable laws and regulations, and to report situations or issues that are in violation of the law, our company policies, and our core principles.

We document concerns and strive to maintain, within the limits allowed by the law, the confidentiality of anyone requesting guidance or reporting questionable behavior and/or a possible violation. Company policy prohibits retaliation against any employee-partner raising or reporting a business conduct or ethical issue, or a perceived violation of policies or laws.

Both employee-partners and external parties have access to several mechanisms to report questions or concerns. Anyone can report any violations or concerns through our Direct Line (online or phone), a confidential third-party resource that is dedicated to Cintas' stakeholders and operated 24 hours, 7 days a week.

Additionally, employee-partners have a structured avenue to report concerns – as outlined in our corporate policy – about lines of communications within the company. This structure begins with their supervisors, HR, or compliance departments. External parties also have their own direct communications channels in which they can register concerns.



ETHICS AND INTEGRITY

“One of Cintas’ biggest strengths has always been our insistence on honesty and integrity from every partner in the company.”

Scott Farmer,
Executive Chairman
(CEO, 2003-2021)

We are committed to interacting with our customers, employee-partners, competitors, coworkers, shareholders, vendors, government and regulatory agencies, and the communities in which we do business in a respectful, ethical manner and in compliance with regulatory and legal requirements.

We maintain many corporate policies and training programs to promote a culture of compliance, and promote our stakeholders’ understanding of our principles and values related to ethics and integrity.

We provide confidential, retaliation-free outlets for internal and external stakeholders to report concerns or apparent issues.

We believe we conduct our business the right way, perpetuating the highest levels of ethics and integrity.

TRAINING

Cintas employee-partners receive training about our [Code of Conduct and Business Ethics](#) on their first official day of employment with us. They also receive a booklet containing the Code at their orientation session and must sign an acknowledgment that they have received and understand the training.

Additionally, employee-partners must complete three different annual training courses focusing on ethics and integrity: Code of Conduct and Business Ethics, Workplace Harassment Prevention, and Workplace Violence Prevention. These are either completed through an online training-on-demand platform or conducted in person for employee-partners who do not have computer access at work. Our annual training results are also reported to the Board of Directors to confirm we’re maintaining compliance.

Further, management-track employee-partners also receive a copy of *The Spirit Is The Difference*. Written by our Founder Richard “Dick” Farmer, the book further articulates our corporate culture and how it functions within our Code of Conduct and Business Ethics.

Additional position- or responsibility-specific training is required annually for various employee-partners, including:

- **AB1825 Training** – Employee-partners who are California residents and employee-partners who work outside of California but manage employee-partners located in California

- **Information Security Awareness** – Employee-partners who have computer access at work
- **Anti-Corruption Training** – Employee-partners who could potentially interact with a foreign official or representative
- **PCI Training** – Employee-partners who could have access to credit card data

ANTI-BRIBERY AND CORRUPTION

Under the direction of our senior management’s annual Enterprise Risk Assessment, our Risk & Compliance Department conducts annual reviews of our business operation for corruption risks. We have not identified any instances of corruption during this process.

Risks that have been identified during our annual business review include our foreign global supply chain operations, which hire local employee-partners with cultural differences; doing business in markets known for corruption; using customs brokers or carriers to import products from international suppliers; and potential vendor or third-party relationships.

Additionally, our expansive Business Ethics Corporate Position covers many topics and concerns and outlines our expectations of our employee-partners in those situations. This policy is communicated to our governance body and employee-partners, who receive training on its contents.

Further, our Risk & Compliance Department ensures that all appropriate vendors working with our global supply chain are aware of our policies and expectations, which are spelled out in our [Vendor Code of Conduct](#). Our vendors’ compliance is monitored through annual third-party audits.

Every year, we identify employee-partners directly involved in our business activities who have the potential to elicit bribery or corruption activities. Those employee-partners are required to undergo additional anti-corruption training, and we perform audits on a regular basis to support ongoing compliance and identify potential issues.

ANTI-COMPETITIVE BEHAVIOR

We pride ourselves on operating our business in an ethical and lawful manner, a cornerstone of our corporate culture. We believe in adhering to all laws and regulations, including those that promote free and fair competition in the marketplace.

Our Code of Conduct and Business Ethics and our Anti-Corruption Corporate Policy require all employee-partners to comply with all laws and regulations related to competition and antitrust, including those that prohibit collusion to manipulate a market. Topics in this area are also included in our Code of Conduct and Business Ethics annual training.

TAX POLICY

We are a transparent taxpayer. We are open about the taxes we pay and our projected effective tax rate guidance on our financial reports and during our quarterly earnings calls, which are available to the public.

We review our tax strategy under a low-risk methodology, and believe we have a responsibility to pay our fair share of taxes. We are committed to complying with all applicable tax laws and requirements in each jurisdiction in which we conduct business.

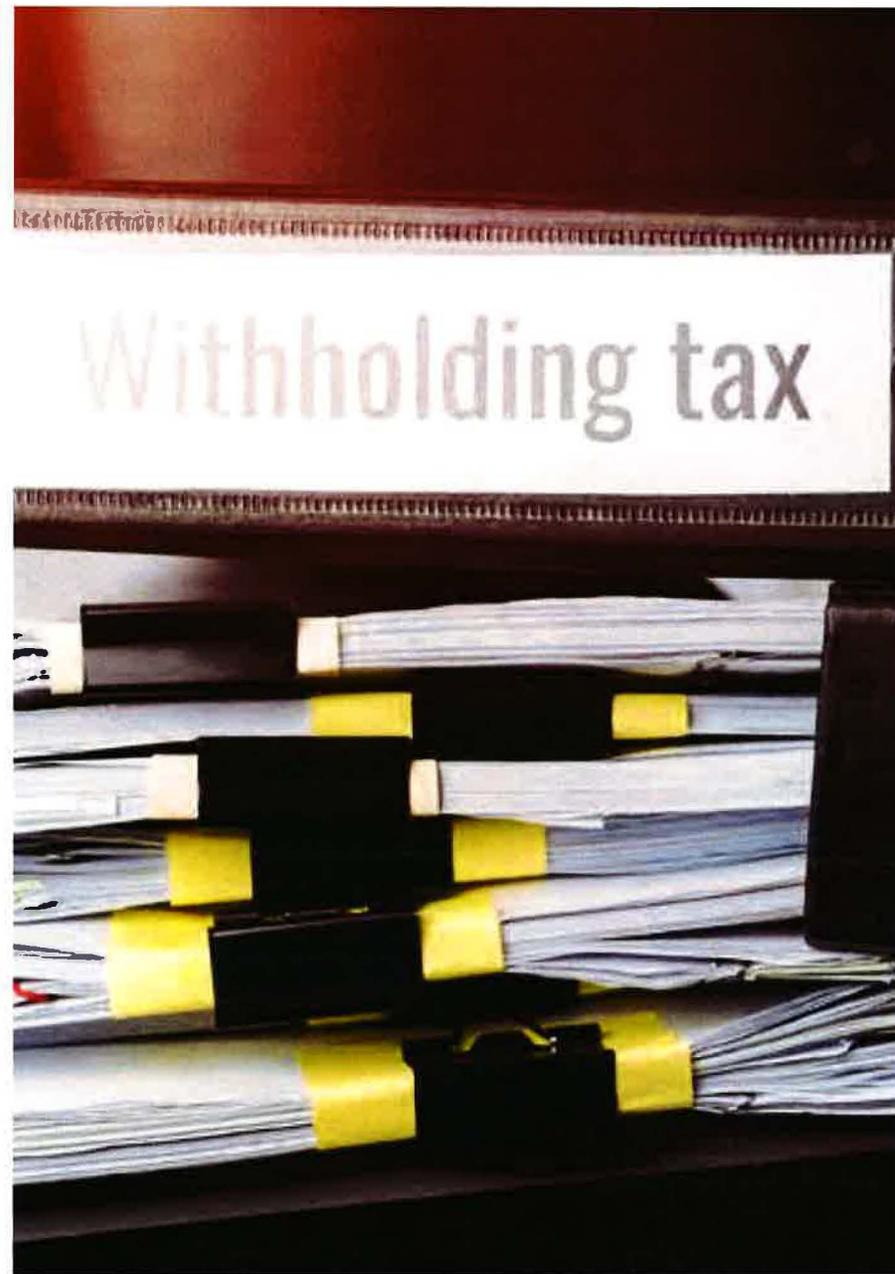
To help ensure we identify, withhold, report, and pay the correct tax requirements and avoid potential compliance issues, the company maintains a tax strategy created by the Vice President of Tax, overseen and approved by the Chief Financial Officer, and presented to the Audit Committee of the Board of Directors. Ongoing risk assessments are conducted to help identify and rectify any potential compliance issues. Pertinent changes in regulatory policy or guidance are communicated to executive management so they understand the business implications. We regularly utilize third-party advisors to review our current tax strategy and provide guidance.

Our tax disclosures that appear in our audited financial statements are prepared in accordance with GAAP ASC 740 and SEC reporting standards in all material respects. Ernst & Young, our independent auditing firm, examines our tax-related disclosures as part of its review of our SEC filings.

Cintas engages with federal and statutory tax authorities as audits arise, and we work to maintain a transparent approach to all audits. If a difference in approach transpires during an audit, Cintas works with the jurisdiction to determine a reasonable settlement position.

Our tax implications and financial benefits available from government entities are regularly evaluated as part of normal business operations and decision-making. In the last three fully reported fiscal years, we received \$6.7 million in tax relief from the U.S. government through multiple incentive programs, including various employment credits. Further, in the last three fiscal years, we have received \$20 million in tax deductions resulting from charitable donations, including a total of \$8 million in FY21.

We actively engage a third-party representative to assist our advocacy and education efforts on benefits of tax policy, most notably the 2017 Tax Cuts and Jobs Act and current tax policy priorities.



PUBLIC POLICY

POLITICAL ACTION

Cintas regularly and proactively engages with a cross-section of policymakers at the federal and state levels, as well as regulatory bodies, about four issues central to our business: infrastructure, labor, taxes, and trade.

We also collaborate with corporate, industry, and trade organizations to determine positions on these issues to support continued growth. Given the size of some of these organizations and Cintas' position, the public viewpoints expressed by some of these groups do not always align with our views.

Our advocacy and public policy efforts are targeted at communicating Cintas' positions on existing and potential legislation and regulations; providing perspective on regulatory measures that affect our business; and providing testimony under oath when necessary to relay our experiences, positions, and perspectives about topics important to our business. We conduct this work through a variety of means, including face-to-face meetings, memos, and position papers, as well as political contributions through the Partner Political Action Committee (PAC).

Guided by our Anti-Corruption Corporate Policy, we have established a formal process that dictates how we may engage with policymakers and any related organizations. In cooperation with approved third-party representatives, the Vice President of Corporate Affairs is responsible for developing and maintaining the pertinent relationships and procedures to confirm adherence to the company's advocacy process and coordinates all communications between stakeholders related to public policy.

POLITICAL CONTRIBUTIONS

Our Anti-Corruption Corporate Policy outlines the manner in which we may engage with political candidates and representatives. As a company, Cintas Corporation does not contribute to political candidates.

The PAC supports political contributions on behalf of our employee-partners and is funded entirely by voluntary personal donations from our employee-partners. It is not funded by the company, and it does not receive any direction from the company or its Board of Directors. A 12-person executive committee operates the PAC and represents employee-partners' perspectives from across the organization.

The non-partisan group reviews potential political contributions with six criteria:

- Strategies important to Cintas
- Cintas employment presence in their district/state
- A reasonably high level of approval in their district/state
- Supported legislation or voted in a manner that is favorable to Cintas' continued economic growth
- Maintained integrity and professional dealings in their position in Congress
- Member of a committee that has influence over issues important to Cintas

Donations are not made to presidential candidates.

During the 2020 election cycle, the [PAC made donations to 12 political entities](#) totaling \$58,000. In this figure, both major political parties were represented – including \$46,000 to candidates or election organizations representing Republicans and \$12,000 to candidates or election organizations representing Democrats. This included a total of \$10,000 to elected officials representing the Ohio districts where our corporate office is located and the counties in which most of our corporate employee-partners live.



CYBERSECURITY, DATA, AND CUSTOMER PRIVACY

Our [General Privacy Policy](#) outlines our policies and procedures governing our data collection, data use, and data storage, as well as our communications policies about these measures. It also enumerates special considerations for users in California and Nevada.

We live and work in an age where computers and connected economies are essential to daily life – including our daily business operations – but they also can be vulnerable to outside interference and attacks.

We rely extensively on computer systems, including third-party systems, to process transactions, maintain information, and manage our businesses. We believe it's in the best interest of our company, our customers, our employee-partners, our suppliers, and all of our stakeholders to maintain effective, proactive, and up-to-date cybersecurity measures to protect the confidentiality, security, and integrity of personal and business information.

The Board of Directors' Audit Committee oversees our information security. The Chief Information Officer (CIO) regularly updates the Audit Committee about our information security processes, including new platforms and systems, IT security/governance, and prevailing threats and countermeasures in place to protect Cintas' systems. The CIO also provides topical updates to the full Board throughout the year. Further, the Audit Committee monitors the compliance for our annual Information Security Awareness and PCI Compliance training courses.

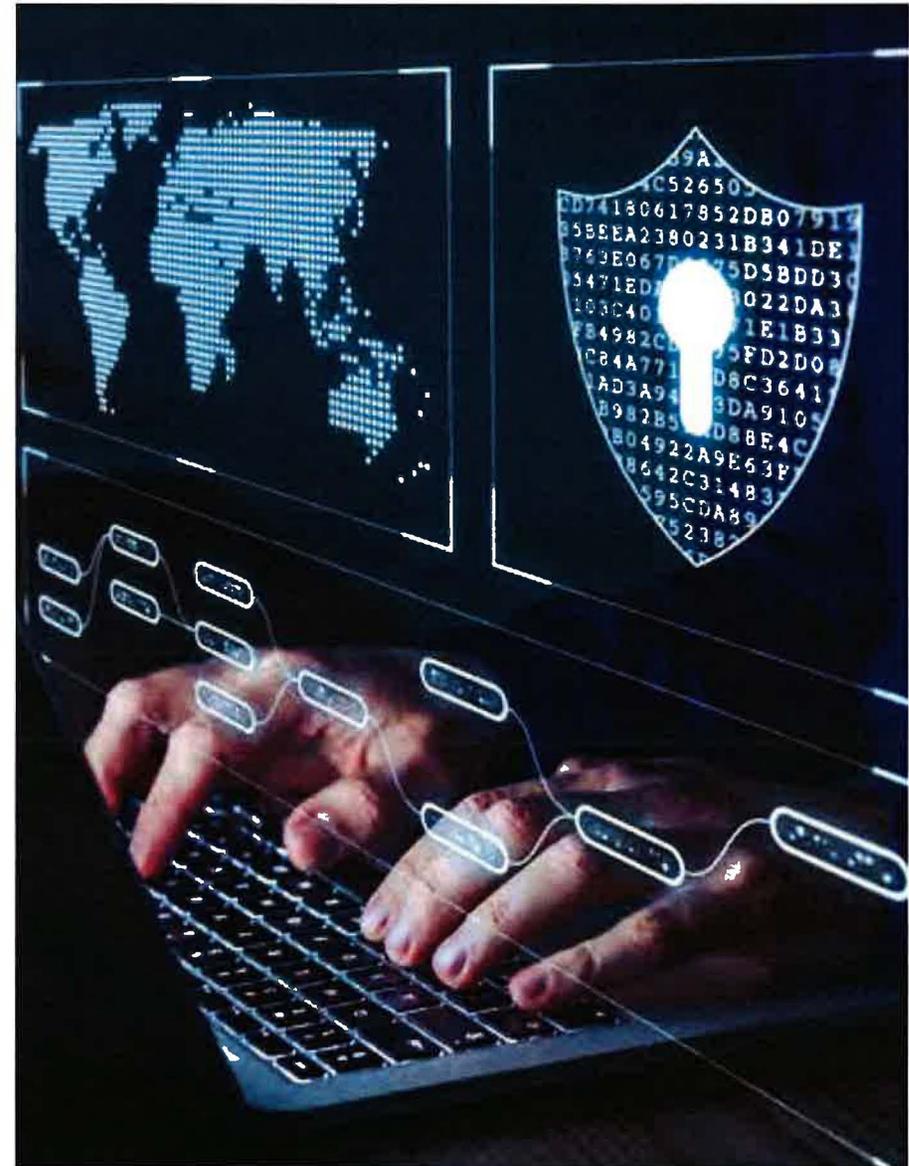
CYBERSECURITY

Our business relies on complex, integrated computer systems, including third-party systems, to be successful. These systems provide us with convenient and instant access to customer and supplier information, process transactions worldwide, and provide other general information necessary to run our business.

We have experienced cybersecurity incidents in the past but none of these incidents, individually or combined, have had a material adverse effect on our business or operations. We have a robust network of security controls, policy enforcement mechanisms, and monitoring systems to help address these threats.

We have an active disaster recovery plan that's frequently reviewed and tested. However, our computer systems are subject to damage or interruption from computer or telecommunication failures; catastrophic climate-related events like fires, tornadoes, and hurricanes; power outages; and employee-partner usage errors.

While we believe that we have adopted appropriate measures to mitigate and nullify many apparent potential computer- and network-related disruptions, our business still faces an unknown and unpredictable risk.



REGULATORY COMPLIANCE



During FY21, we did not identify any substantiated significant concerns received through normal grievance channels about our actions related to the environment, health and safety, discriminatory practices, violations involving the rights of indigenous peoples, product and service information, or labeling and marketing communications.

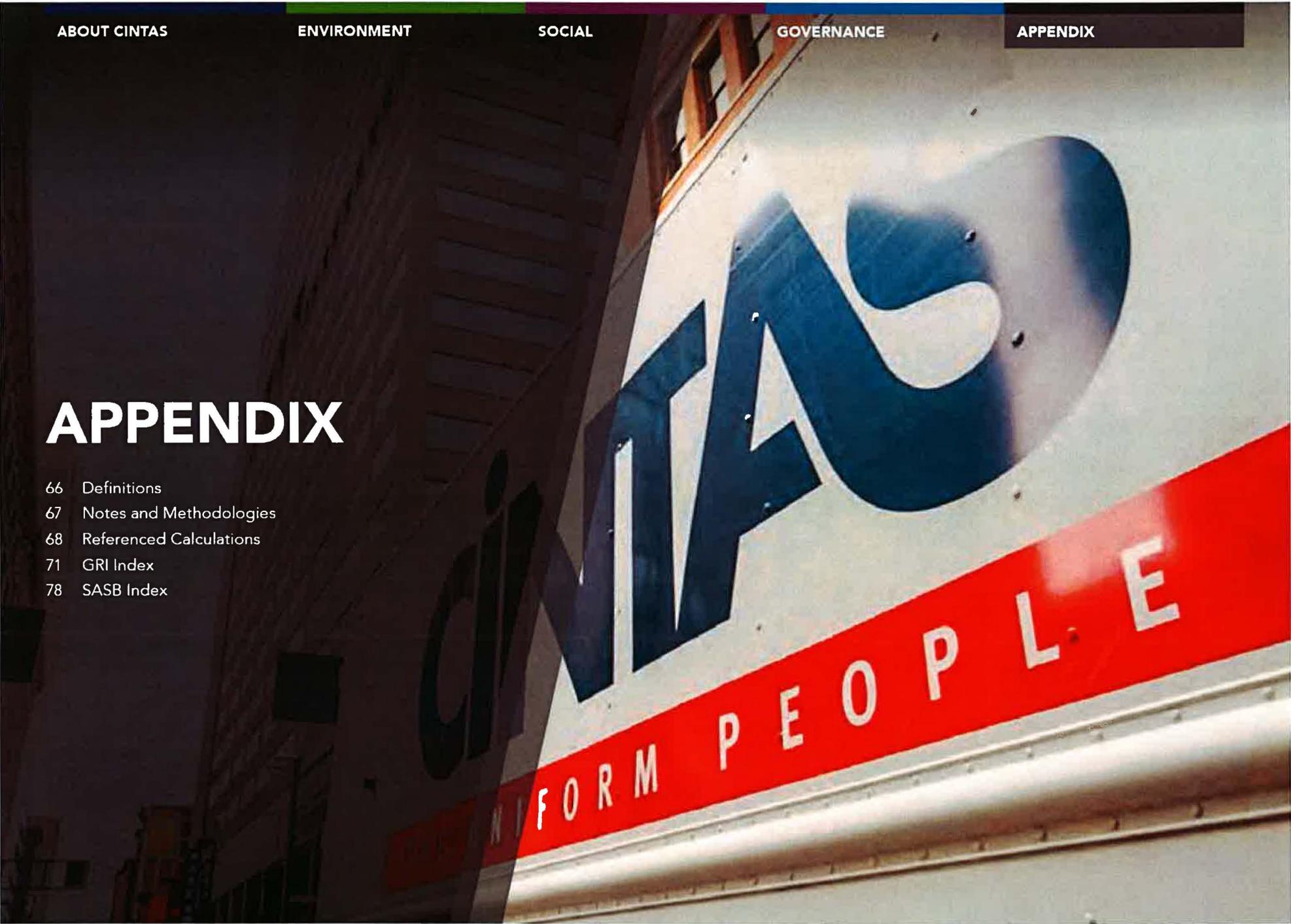
We were subject to a comparatively minor number of environmental noncompliance issues related to local ordinances at a small number of locations across the country. After being notified of these issues, we took appropriate corrective actions to confirm the noncompliance did not continue and paid any necessary remittance. None of these issues resulted in material or significant fines or penalties to the company under applicable reporting requirements.

None of our locations are situated on designated protected areas. In FY21, none of our facilities contributed spills that were material to our company or the communities in which they are located.

Additional information about other legal proceedings is available in our [FY21 Form 10-K](#) (pg. 27).

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DEFINITIONS

GLOBAL SUPPLY CHAIN SUPPLIERS

References to Global Supply Chain Suppliers throughout this ESG report refer to our suppliers, vendors, and business partners that generally facilitate \$1 million or more in purchases by Cintas and that must meet specific requirements to do business with us. Cintas and our locations also regularly do business with other vendors, suppliers, and business partners that do not fall within this spend threshold and, for the purpose of this report, are not included in this reporting.

HUNDREDWEIGHT (CWT)

In the United States, the “short” hundredweight (Cwt) equals 100 pounds (45.36 kg).

RENTAL DIVISION OPERATIONS IN THE UNITED STATES

U.S. RENTAL OPERATIONS

U.S. RENTAL LOCATIONS

Our U.S.-based locations and facilities that contribute to our Rental division's operations. In FY21, this included 320 locations, including 187 processing plants and 133 branches. The number of locations can change year-to-year because of closures, consolidation, and/or relocations.

ZERO WASTE PROGRAM

Our “Zero Waste Program” began in FY13 in an effort to decrease our waste destined for landfills that originated in our distribution centers (DC). The program initially included seven of our DCs, with an eighth joining in FY17. Each DC submits its waste diversion information annually to recertify its zero waste TRUE Certification by Green Business Certification Inc.



NOTES AND METHODOLOGIES

REPORTING FRAMEWORK & DATA DISCLOSURES

In our 2021 ESG Report, we have reported our company's disclosures in reference to the [Global Reporting Index \(GRI\) Standards](#) as they were available on June 1, 2021. There are select instances where we have chosen not to report required components of GRI's disclosures because we anticipate forthcoming guidance from U.S. federal and regulatory bodies – including the Securities and Exchange Commission (SEC) and the Nasdaq stock exchange – that may conflict with GRI Standards requirements and thus require significant changes to, and restatements of, our data in future years. Further, in some areas of our social data, we have chosen to align our disclosures with the GRI requirements, rather than the EEO-1 reporting requirements of the U.S. federal government (e.g., employee age brackets). As further and continued guidance about ESG reporting requirements is provided by the U.S. government and regulatory agencies, we expect we will report our data as necessary to meet any statutory requirements in future years.

COVID-19 EFFECT ON DATA AND PERFORMANCE

Our environmental performance has demonstrated continued improvements from FY19 through FY21. However, the COVID-19 pandemic's effect on our performance and data cannot be isolated from other efficiency and process changes that contributed to performance improvements.

The COVID-19 pandemic began in the fourth quarter of FY20 and continued during all four quarters of FY21.

ENVIRONMENTAL DATA EXPANSION IN 2021 ESG REPORT

Our 2021 ESG Report includes expanded environmental data from what was first published in our 2020 ESG Report.

For our 2021 report, our energy and emissions data sets were expanded to include all locations in the United States in our Rental division footprint – including branches. In 2020, we reported environmental data for only our Rental processing facilities. All types of U.S. Rental locations are included in our 2021 environmental data.

Further, data has been recorded for the U.S. Rental fleet and incorporated into the energy and emissions data for the reported years. Fleet data was not reported in 2020.

EMISSIONS DATA RESTATEMENTS

In our 2021 ESG Report, we have recalculated our prior emissions data and restated it in this data set. On top of the expanded locations included in reporting, we have also more accurately assigned location-based emissions factors for the years reported. In our 2020 ESG Report, our emissions data used country averages for our locations based in the United States and Canada. In the 2021 report, the specific emissions factor for each location's utility company was used to calculate emissions values. Additionally, data for our U.S. fleet was included in our 2021 environmental data, which also factored into our emissions data this year.

WATER DATA ASSUMPTIONS

Water data has been converted to megaliters (ML) for our 2021 reporting, after being reported in kilogallons (kgal) in our 2020 report. When referring to our water data table:

- Withdrawal is the sum of all water meters (including irrigation).
- Discharge is treated to meet local discharge water requirements. Discharge is calculated from withdrawn water minus consumed water.
- There has been no change in water storage. Consumed water is the sum of irrigation and 10% (assumed factor of evaporation) of the rest of withdrawn water.

LAUNDRY PROCESS-SPECIFIC DATA CALCULATIONS

Data and calculations used in comparisons of Cintas' performance against at-home laundry processes, and our environmental data intensities against poundage, are inclusive of our locations that process poundage in the United States. This data set includes almost exclusively plants and does not include data from our branches that do not process laundry or poundage.

This specific data set was created for the explicit purpose of conducting comparisons of like-for-like processes. Using the same data set as otherwise reported throughout our 2021 ESG Report would mean fleet energy data, and non-processing facility energy and water data would be included in calculations specifically comparing laundry-only processes. The original data set would've resulted in skewed and unequal comparisons, necessitating the formulation of the processing facility-only data set.

Explanations, data points, and calculations made in this Appendix using the processing facility-only data set are indicated with an asterisk (*).

REFERENCED CALCULATIONS

CINTAS VS. AT-HOME LAUNDRY COMPARISONS*

Calculations of Cintas' laundry process efficiency versus traditional at-home laundry process efficiency were calculated by Water Solutions Incorporated (WSI) using industry-specific calculations, Cintas-specific FY21 water and energy values, and general assumptions for both industrial and traditional at-home laundry processes.

Cintas' FY21 values of 1.03 gallons of water used per pound of laundry and 1,530 Btu³⁰ required per pound of laundry were calculated from our FY21 environmental data by ENGIE Impact, and our total poundage processed at all Rental processing facilities was collected and calculated by WSI.

WSI's assumptions and data points:

- **Cintas Laundering:** 145°F water temperature, 60°F cold water temperature, 1.03 gallons of water used per pound, and 450 lb load size
- **Cintas Drying:** 145°F drying temperature, 84°F preheat temperature, 1,530 Btu of energy used per pound of fabric and 450 lb load size
- **Traditional At-Home Laundering:** 115°F water temperature, 60°F cold water temperature, 1.90 gallons of water used per pound,³¹ and 10.5 lb load size
- **Traditional At-Home Drying:** 115°F drying temperature, 60°F atmospheric temperature, 2,143 Btu of energy used per pound of fabric,³² and 10.5 lb load size

Using this data and WSI's calculations, traditional at-home laundering uses on average 84% more water per pound of laundry than Cintas' laundry process. Further, the traditional at-home laundry process – both washing and drying – uses on average 69% more energy than Cintas' washing and drying process.

CINTAS VS. TRSA INDUSTRY COMPARISONS

The Textile Rental Services Association (TRSA) collects and publishes industry sustainability data that includes voluntary contributions from its membership and other non-member industry businesses.

The last edition of the [TRSA Sustainability Report](#) was published in 2018. The report provides results on a variety of topics related to the environment, including water and energy usage, production volume, and energy conservation of textile rental operators. TRSA collected and received data from 24 operators, totaling 132 plant facilities.

Cintas is a member of TRSA but does not contribute to the organization's sustainability reporting. For purposes of comparison, the TRSA industry data points referenced below represent the "TRSA Operator Norm" data set in its reporting, and represent the standard (mean) textile rental operator.

At Cintas, we record and/or report our environmental data in the following units:

- **Water use** – kilogallons (kgal) and/or megaliters (ML)
- **Energy use** – Gigajoules (GJ) and/or megajoules (MJ)
- **Emissions** – Carbon dioxide equivalents (CO₂e)
- **Poundage** – Hundredweight (Cwt)
- **Revenues** – Millions of U.S. dollars (\$M)

TRSA provides its sustainability data in the following metrics:

- **Water use** – Gallons per pound of laundered items (gal/pound)
- **Energy use** – MMBtu and/or Btu per pound of laundered items (Btu/pound)
- **Emissions** – CO₂ per pound of laundered items (CO₂/pound)
- **Poundage** – Pounds
- **Revenues** – Not applicable

³⁰ British thermal unit.

³¹ The figure of traditional at-home laundry's use of 1.9 gallons of water per pound was calculated by WSI from data provided by the Environmental Protection Agency (EPA) ENERGY STAR program in its "What to Consider When Buying a Clothes Washer" tab at [ENERGY STAR Certified Residential Clothes Washers](#), accessed on Sept. 24, 2021.

³² WSI used the average Btu per hour requirements of traditional home gas driers (20,000 to 25,000 Btu per hour), as cited on Choose Energy's website at [Buying a Dryer: Natural Gas or Electric?](#), accessed on Oct. 7, 2021.

In order to perform accurate comparisons of our FY21 performance against the last available TRSA Operator Norm, we had to convert the industry averages provided by TRSA and our data into common units of measure.

For TRSA data, MMBtu were converted to Btu and then [converted to megajoules](#) (MJ). Pounds were converted to hundredweight (100 pounds per hundredweight). Gallons were [converted to kilogallons](#) (kgal). [Inch Calculator](#) was used for energy conversions and [Kyles Converter](#) was used for water conversions.

Most Cintas data was already recorded and calculated in the necessary units by ENGIE Impact and WSI from the company’s FY21 use and consumption. In the instances where the data was provided in like units of measurement, it was converted by the necessary factor of 10 to reach the correct degree of measurement.

We were not able to offer a comparison of our emissions performance against the 2018 TRSA Operator Norm. TRSA’s Sustainability Report cites participants’ greenhouse gas (GHG) emissions per pound of production, or CO₂ per pound of textiles laundered. Cintas’ emissions data is reported by GHG emissions equivalents, or CO₂e. Because we cannot confirm how the TRSA CO₂ data is collected or if it is truly exclusive of other GHG equivalents – and because Cintas’ data is only available in emission equivalents – we were not able to provide comparisons against potentially non-like data points.

INTENSITY VALUE	CINTAS INTENSITY METRIC	TRSA INTENSITY METRIC	COMPARISON INTENSITY METRIC
Energy Intensity	Gigajoules per million dollars in revenue (GJ/\$M)	Btu per pound (Btu/pound)	Megajoules per hundredweight (MJ/Cwt)
Water Intensity	Megaliters of water consumed per million dollars in revenue (ML/\$M)	Gallons of water withdrawn per pound (gal/pound)	Kilogallons of water withdrawn per hundredweight (kgal/Cwt)

ENERGY COMPARISONS	TRSA DATA	CINTAS DATA*
Btu/pound	2,422	n/a
Btu/Cwt	242,200	n/a
MMBtu	32,030	4,176,359
MJ	33,793,348	4,406,280,000
MJ/Cwt	255.53	198.13
Comparison		(-22.46%)

WATER COMPARISONS	TRSA DATA	CINTAS DATA*
Gallons/pound	1.47	n/a
Poundage	13,900,000	2,223,972,800
Cwt	139,000	22,239,728
kgal Withdrawn	20,400	2,288,996
Gallons Withdrawn	20,400,000	2,288,996,000
kgal/pound	0.00147	0.00103
kgal/Cwt	0.1467	0.1029
Comparison		(-29.86%)

COVID-19'S IMPACT ON WASH MIX AND METRICS PER HUNDREDWEIGHT*

As discussed in the Environment section in "The Impact of COVID-19 on Intensity Measures," our newly created emissions, energy, and water intensity metrics use millions of dollars in revenues as the unit of measure. For FY21, this new metric demonstrated reductions in intensity values over FY20 for all three metrics, as our revenues increased while our total usage continued to decrease.

A closer inspection of our full environmental data set, however, demonstrates the underlying effect that COVID-19's impact on our wash mix had on our FY21 intensity values. While our new metric indexed on revenues produced reductions in intensity, the revenue gains outsized the increases in our intensity values caused by the unique changes to our wash mix required in FY21. The increased need for hygienically clean laundry in FY21 required more rinses and hotter water per pound during the wash cycle over FY20 – as explained on [pg. 19](#).

The effect of the wash mix changes becomes apparent when our intensity values are calculated as a factor of hundredweight (Cwt), a measure of 100 pounds of laundry.

While our gross energy use, emissions, and water use decreased from FY20 to FY21, the decrease in poundage was greater than the rates of energy, emissions, and water reduction, which resulted in increased intensity values for all three metrics when calculated per hundredweight.

POUNDRAGE PROCESSED	UNIT	FY19	FY20	PCT. CHANGE	FY21	PCT. CHANGE
Poundage*	Cwt	24,783,151	24,298,215	-2.0%	22,239,278	-8.5%

ENERGY INTENSITY BY HUNDREDWEIGHT	UNIT	FY19	FY20	PCT. CHANGE	FY21	PCT. CHANGE
Energy Used*	GJ	5,073,938	4,762,763	-6.1%	4,406,280	-7.5%
Energy Intensity*	GJ/Cwt	0.2047	0.1960	-4.3%	0.1981	1.1%

EMISSIONS INTENSITY BY HUNDREDWEIGHT	UNIT	FY19	FY20	PCT. CHANGE	FY21	PCT. CHANGE
Emissions Released*	MTCO _{2e}	544,555	506,315	-7.0%	466,628	-7.8%
Emissions Intensity*	MTCO _{2e} /Cwt	0.2197 ⁻¹	0.2084 ⁻¹	-5.2%	0.2098 ⁻¹	0.7%

WATER INTENSITY BY HUNDREDWEIGHT	UNIT	FY19	FY20	PCT. CHANGE	FY21	PCT. CHANGE
Water Consumed*	ML	1,213	1,120	-7.7%	1,063	-5.1%
Water Intensity*	ML/Cwt	0.4894 ⁻⁴	0.4610 ⁻⁴	-5.8%	0.4780 ⁻⁴	3.7%

2021 GLOBAL REPORTING INITIATIVE (GRI) INDEX

This GRI Index accompanies our 2021 ESG Report and references the Global Reporting Initiative (GRI) Standards as they were available on June 1, 2021. As we continue our organizational review and finalize our processes and strategies to move forward along our ESG journey, we expect to be able to disclose additional information. The data in this report relates to the period from June 1, 2020 to May 31, 2021, unless otherwise stated. For a detailed explanation of the indicators, visit the GRI website: [globalreporting.org](https://www.globalreporting.org).

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
Organization Profile		
102-01	Name of organization	FY21 Form 10-K (pg. 1)
102-02	Activities, brands, products and services	About Cintas > This Is Cintas
102-03	Location of headquarters	FY21 Form 10-K (pg. 1)
102-04	Location of operations	About Cintas > This Is Cintas FY21 Form 10-K
102-05	Ownership and legal form	FY21 Form 10-K (pg. 1)
102-06	Markets served	About Cintas > This Is Cintas
102-07	Scale of the organization	About Cintas > This Is Cintas
102-08	Information on employees and other workers	Social > Diversity, Equity, and Inclusion FY21 Form 10-K
102-09	Supply chain	Social > Global Supply Chain and Supplier Relations
102-10	Significant changes to the organization and its supply chain	Social > Global Supply Chain and Supplier Relations
102-11	Precautionary Principal or approach	Governance > ESG Governance > Governance Approach
102-12	External initiatives	Social > Local Communities
Strategy		
102-14	Statement from senior decision-maker	About Cintas > A Message from Our CEO
102-15	Key impacts, risks and opportunities	About Cintas > A Message from Our CEO
Ethics and Integrity		
102-16	Values, principles, standards, and norms of behavior	About Cintas > The Spirit Is The Difference
102-17	Mechanisms for advice and concerns about ethics	Governance > ESG Governance > Critical Concerns
Governance		
102-18	Governance Structure	Governance > ESG Governance > Governance Structure
102-19	Delegating authority	Governance > ESG Governance > Governance Structure Governance > ESG Governance > ESG Oversight

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
102-20	Executive-level responsibility for economic, environmental, and social topics	Governance > ESG Governance > ESG Oversight
102-21	Consulting stakeholders on economic, environmental, and social topics	About Cintas > Stakeholder Engagement Governance > ESG Governance > ESG Oversight Social > Global Supply Chain and Supplier Relations > Promoting Ethical Interactions > Reporting Concerns
102-22	Composition of the highest governance body and its committees	Governance > ESG Governance > Governance Structure Governance > ESG Governance > FY22 Board of Directors 2021 Proxy Statement (pg. 6)
102-23	Chair of the highest governance body	Governance > ESG Governance > Governance Structure 2021 Proxy Statement (pg. 6)
102-24	Nominating and selecting the highest governance body	2021 Proxy Statement (pg. 8)
102-25	Conflicts of interest	2021 Proxy Statement (pg. 38)
102-26	Role of highest governance body in setting purpose, values, and strategy	Governance > ESG Governance > Governance Approach 2021 Proxy Statement (pg. 6) Corporate Governance Guidelines
102-27	Collective knowledge of highest governance body	Governance > ESG Governance > ESG Oversight
102-28	Evaluating the highest governance body's performance	Corporate Governance Guidelines (pg. 5)
102-29	Identifying and managing economic, environmental, and social impacts	Governance > ESG Governance > ESG Oversight 2021 Proxy Statement (pg. 6-7)
102-30	Effectiveness of risk management processes	Governance > ESG Governance > ESG Oversight 2021 Proxy Statement (pg. 6)
102-31	Review of economic, environmental and social topics	Governance > ESG Governance > ESG Oversight 2021 Proxy Statement (pg. 6-7)
102-32	Highest governance body's role in sustainability reporting	Governance > ESG Governance > ESG Oversight
102-33	Communicating critical concerns	Governance > ESG Governance > Critical Concerns
102-34	Nature and total number of critical concerns	Governance > ESG Governance > Critical Concerns
102-35	Remuneration policies	2021 Proxy Statement (pg. 12)
102-36	Process for determining remuneration	2021 Proxy Statement (pg. 12)
102-37	Stakeholders' involvement in remuneration	2021 Proxy Statement (pg. 39)
102-38	Annual total compensation ratio	2021 Proxy Statement (pg. 32)
102-39	Percentage increase in annual total compensation ratio	2021 Proxy Statement (pg. 32) 2021 Proxy Statement (pg. 28)

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
Stakeholder Engagement		
102-40	List of stakeholder groups	About Cintas > Stakeholder Engagement
102-41	Collective bargaining agreements	Social > Labor Relations
102-42	Identifying and selecting stakeholders	About Cintas > Stakeholder Engagement
102-43	Approach to stakeholder engagement	About Cintas > Stakeholder Engagement
102-44	Key topics and concerns raised	About Cintas > Stakeholder Engagement
Reporting Practice		
102-45	Entities included in the consolidated financial statements	FY21 Form 10-K (pg. 3)
102-46	Defining report content and topic Boundaries	About Cintas > About This Report
102-47	List of material topics	About Cintas > Stakeholder Engagement
102-48	Restatements of information	About Cintas > About This Report Appendix
102-49	Changes in reporting	About Cintas > About This Report
102-50	Reporting period	About Cintas > About This Report
102-51	Date of most recent report	About Cintas > About This Report
102-52	Reporting cycle	About Cintas > About This Report
102-53	Contact point for questions regarding the report	About Cintas > About This Report
102-54	Claims of reporting in accordance with the GRI Standards	About Cintas > About This Report Appendix
102-55	GRI content index	Appendix > GRI Index
Economic Performance		
201-01	Direct economic value generated and distributed	FY21 Form 10-K (pg. 19)
201-02	Financial implications and other risks and opportunities due to climate change	Environment > Climate and Energy
201-03	Defined benefit plan obligations and other retirement plans	Social > Compensation
201-04	Financial assistance received from government	Governance > Tax
Market Presence		
202-01	Ratios of standard entry level wage by gender compared to local minimum wage	By the start of our FY22, we expect the entry-level minimum wage paid to U.S.-based hourly employee-partners will be a minimum of \$15.70 per hour. That figure can be adjusted upward as necessary based on work experience, the geographic location of the employee-partner's work facility, and/or other overriding local or state minimum wage requirements. This figure is higher than the current U.S. federal minimum wage for non-tipped employees (\$7.25 per hour), which went into effect in 2009.

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
Indirect Economic Impacts		
203-02	Significant indirect economic impacts	About Cintas > Our Continued COVID-19 Response Environment
Anti-Corruption		
205-01	Operations assessed for risks related to corruption	Governance > Ethics and Integrity > Anti-Bribery and Corruption
205-02	Communication and training about anti-corruption policies and procedures	Governance > Ethics and Integrity > Anti-Bribery and Corruption
Anti-competitive Behavior		
206-01	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	Governance > Ethics and Integrity
Tax		
207-01	Approach to tax	Governance > Tax
207-02	Tax governance, control, and risk management	Governance > Tax
207-03	Stakeholder engagement and management concerns related to tax	Governance > Tax About Cintas > Stakeholder Engagement
Materials		
301-03	Reclaimed products and their packaging materials	Environment > Waste and Materials Use > SPOTLIGHT: Materials Innovation
Energy		
302-01	Energy consumption within the organization	Environment > Climate and Energy > Reducing Energy Use
302-03	Energy intensity	Environment > Climate and Energy > Reducing Energy Use
302-04	Reduction of energy consumption	Environment > Climate and Energy > Reducing Energy Use
302-05	Reductions in energy requirements of products and services	There were no significant changes in FY21.
Water and Effluents		
303-01	Interactions with water as a shared resource	Environment > Water Stewardship
303-02	Management of water discharge-related impacts	Environment > Water Stewardship
303-03	Water withdrawal	Environment > Water Stewardship > Managing Wastewater
303-04	Water discharge	Environment > Water Stewardship > Managing Wastewater
303-05	Water consumption	Environment > Water Stewardship > Managing Wastewater

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
Emissions		
305-01	Direct (Scope 1) GHG emissions	Environment > Climate and Energy > Lowering GHG Emissions
305-02	Energy indirect (Scope 2) GHG emissions	Environment > Climate and Energy > Lowering GHG Emissions
305-03	Other indirect (Scope 3) GHG emissions	As part of our new ambition to achieve Net Zero GHG emissions by 2050, we will explore opportunities to identify and reduce Scope 3 GHG emissions from our supply chain.
305-04	GHG emissions intensity	Environment > Climate and Energy > Lowering GHG Emissions
305-05	Reduction of GHG emissions	Environment > Climate and Energy > Lowering GHG Emissions
Effluents and Waste		
306-01	Water discharge by quality and destination	Environment > Water Stewardship > Managing Wastewater
306-02	Waste by type and disposal method	Environment > Waste and Materials Use > SPOTLIGHT: Zero Waste Program Currently we record waste data from our distribution centers which recycle corrugated/plastic waste.
306-03	Significant spills	Governance > Regulatory Compliance
306-05	Water bodies affected by water discharges and/or runoff	Environment > Water Stewardship > Managing Wastewater
Environmental Compliance		
307-01	Non-compliance with environmental laws and regulations	Governance > Regulatory Compliance
Supplier Environmental Assessment		
308-01	New suppliers that were screened using environmental criteria	Social > Global Supply Chain and Supplier Relations > Assessing and Monitoring New Global Supply Chain Suppliers
Employment		
401-01	New employee hires and employee turnover	Social > Talent Recruitment Social > Talent Retention
401-02	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Social > Compensation
Labor/Management Relations		
402-01	Minimum notice periods regarding operational changes	Social > Labor Relations > Minimum Notice
Occupational Health and Safety		
403-01	Occupational health and safety management system	Social > Safety and Health > Occupational Health and Safety Management System
403-02	Hazard identification, risk assessment, and incident investigation	Social > Safety and Health > Occupational Health and Safety Management System
403-03	Occupational health services	Social > Safety and Health > Occupational Health Initiatives

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
403-04	Worker participation, consultation, and communication on occupational health and safety	Social > Safety and Health
403-05	Worker training on occupational health and safety	Social > Safety and Health > Training and Development
403-06	Promotion of worker health	Social > Compensation > Employee Benefits Social > Safety and Health > Occupational Health Initiatives
403-07	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Social > Safety and Health > Occupational Health and Safety Management System
403-08	Workers covered by an occupational health and safety management system	Social > Safety and Health > Occupational Health and Safety Management System
403-09	Work-related injuries	Social > Safety and Health > Sharing our Safety Knowledge
Training and Education		
404-01	Average hours of training per year per employee	Social > Training and Development Social > Safety and Health
404-02	Programs for upgrading employee skills and transition assistance programs	Social > Training and Development Social > Performance and Advancement
404-03	Percentage of employees receiving regular performance and career development reviews	At Cintas, it is company policy that employee-partners take part in or receive an annual review, which is a component of the annual merit raise program.
Non-discrimination		
406-01	Incidents of discrimination and corrective actions taken	Governance > Regulatory Compliance
Freedom of Association and Collective Bargaining		
407-01	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	Social > Labor Relations
Child Labor		
408-01	Operations and suppliers at significant risk for incidents of child labor	Social > Human Rights > Our Standards and Requirements Social > Global Supply Chain and Supplier Relations > Human Rights Standards
Forced or Compulsory Labor		
409-01	Operations and suppliers at significant risk for incidents of forced or compulsory labor	Social > Human Rights > Our Standards and Requirements Social > Global Supply Chain and Supplier Relations > Human Rights Standards
Rights of Indigenous Peoples		
411-01	Incidents of violations involving rights of indigenous peoples	Governance > Regulatory Compliance

DISCLOSURE	DESCRIPTION	PAGE NUMBER(S), URL(S) AND/OR INFORMATION
Human Rights Assessment		
412-01	Operations that have been subject to human rights reviews or impact assessments	Social > Human Rights Social > Global Supply Chain and Supplier Relations
412-02	Employee training on human rights policies or procedures	Social > Human Rights Social > Global Supply Chain and Supplier Relations
412-03	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	Social > Human Rights Social > Global Supply Chain and Supplier Relations
Local Communities		
413-01	Operations with local community engagement, impact assessments, and development programs	Social > Local Communities
413-02	Operations with significant actual and potential negative impacts on local communities	Social > Human Rights Social > Global Supply Chain and Supplier Relations Governance > Regulatory Compliance
Supplier Social Assessment		
414-01	New suppliers that were screened using social criteria	Social > Global Supply Chain and Supplier Relations > Assessing and Monitoring New Global Supply Chain Suppliers
414-02	Negative social impacts in the supply chain and actions taken	Social > Global Supply Chain and Supplier Relations > Promoting Ethical Interactions
Public Policy		
415-01	Political contributions	Governance > Public Policy > Political Action
Customer Health and Safety		
416-02	Incidents of non-compliance concerning the health and safety impacts of products and services	Governance > Regulatory Compliance
Marketing and Labeling		
417-02	Incidents of non-compliance concerning product and service information and labeling	Governance > Regulatory Compliance
417-03	Incidents of non-compliance concerning marketing communications	Governance > Regulatory Compliance
Customer Privacy		
418-01	Substantiated complaints concerning breaches of customer privacy and losses of customer data	Governance > Cybersecurity, Data, and Customer Privacy
Socioeconomic Compliance		
419-01	Non-compliance with laws and regulations in the social and economic area	Governance > Regulatory Compliance

2021 SUSTAINABLE ACCOUNTING STANDARDS BOARD (SASB) INDEX

As we continue to make progress on our overall ESG reporting, this year we have referenced the Sustainable Accounting Standards Board (SASB) framework while developing our 2021 ESG Report. As a company with a unique and complex business model that falls under multiple industry categories, we have selected the Professional & Commercial Services SASB Standard to report against to support stakeholder decision-making and transparent reporting. For a detailed explanation of the framework, visit the SASB website: <https://www.sasb.org/>.

TOPIC	CODE	ACCOUNTING METRIC	CATEGORY	UNIT OF MEASURE	DATA AND ADDITIONAL INFORMATION	REFERENCE LOCATION
Data Security	SV-PS-230a.1	Description of approach to identifying and addressing data security risks	Discussion and Analysis	n/a	Cintas takes a multiple-tiered approach to system security. We utilize software programs to identify potential system security risks, and perform a regular analysis of the system updates. We regularly audit and review our processes. In addition, Cintas performs regular security maintenance, including issuing system patches, performing penetration testing, and monitoring data flow throughout the company, among other security efforts. Cintas' employee-partners are also required to complete annual online training courses to help them identify potential digital security risks.	Governance > Cybersecurity, Data, and Customer Privacy FY21 Form 10-K > Item 1A. Risk Factors
	SV-PS-230a.2	Description of policies and practices relating to collection, usage, and retention of customer information	Discussion and Analysis	n/a	We adhere to best practices for data collection, usage, and retention of customer information, and undergo regular audits. We regularly implement additional layers of privacy controls and implement adjustments to our practices as necessary.	Governance > Cybersecurity, Data, and Customer Privacy FY21 Form 10-K > Item 1A. Risk Factors Cintas General Privacy Policy Cintas California Privacy Act
	SV-PS-230a.3	(1) Number of data breaches, (2) percentage involving customers' confidential business information (CBI) or personally identifiable information (PII), (3) number of customers affected	Quantitative	Number, Percentage (%)	At the time of this report, we are not aware of any customers whose CBI or PII have been affected by cybersecurity issues encountered in FY21.	Governance > Cybersecurity, Data, and Customer Privacy FY21 Form 8-K (September 23, 2020) FY21 Form 10-K > Item 1A. Risk Factors

TOPIC	CODE	ACCOUNTING METRIC	CATEGORY	UNIT OF MEASURE	DATA AND ADDITIONAL INFORMATION	REFERENCE LOCATION
Workforce Diversity & Engagement	SV-PS-330a.1	Percentage of gender and racial/ethnic group representation for (1) executive management and (2) all other employees	Quantitative	Percentage (%)	<p>Total Workforce: Gender Female = 35.8% Male = 64.2%</p> <p>Total Workforce: Racial/Ethnic Representation White = 52.6% Latinx/Hispanic = 19.4% Black/African American = 13.3% Asian = 3.7% Two or More Races = 2.2% Native American/Alaskan = 0.4% Native Hawaiian/Pacific Islander = 0.3% Not Specified = 8.1%</p>	Social > Diversity, Equity, and Inclusion
	SV-PS-330a.2	(1) Voluntary and (2) involuntary turnover rate for employees	Quantitative	Rate	(1) Voluntary turnover rate = 17% (2) Involuntary turnover rate = 4.4%	Social > Talent Retention
	SV-PS-330a.3	Employee engagement as a percentage	Quantitative	Percentage (%)	<p>We most recently conducted company-wide employee-partner engagement surveys in partnership with Willis Towers Watson in 2019. Cintas' employee-partner engagement score was 90%. Category-specific ratings underpinned our overall commitment to our people, including Empowerment, Sustainable Engagement, Safety, and Diversity & Inclusion.</p> <p>The company will conduct its next engagement survey in 2022, and we expect to administer engagement surveys every two years.</p>	Social > Employee-Partner Engagement

TOPIC	CODE	ACCOUNTING METRIC	CATEGORY	UNIT OF MEASURE	DATA AND ADDITIONAL INFORMATION	REFERENCE LOCATION
Professional Integrity	SV-PS-510a.1	Description of approach to ensuring professional integrity	Discussion and Analysis	n/a	n/a	Governance > Ethics and Integrity Code of Conduct and Business Ethics: Standards of Business Conduct (pg. 3) Code of Conduct and Business Ethics: Conflicts of Interest (pg. 4) Code of Conduct and Business Ethics: Accountability and Adherence to the Code (pg. 6)
	SV-PS-510a.2	Total amount of monetary losses as a result of legal proceedings associated with professional integrity	Quantitative	Reporting currency	n/a	FY21 Form 10-K (pg. 14)

ACTIVITY METRIC	CATEGORY	UNIT OF MEASURE	DATA AND ADDITIONAL INFORMATION	REFERENCE LOCATION
Number of employees by: (1) full-time and part-time, (2) temporary, and (3) contract	Quantitative	Number	Full-time 40,099; Part-time and other: 285	Social > Diversity, Equity, and Inclusion
Employee hours worked, percentage billable	Quantitative	Hours, Percentage (%)	n/a	n/a





TO LEARN MORE, VISIT [CINTAS.COM/ESG](https://www.cintas.com/esg)
OR SCAN THE QR CODE



800.CINTAS1 | [CINTAS.COM](https://www.cintas.com)
UNIFORMS & APPAREL | FACILITY SERVICES |
FIRST AID & SAFETY | FIRE PROTECTION

cintas.ESG

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Site Assessments and Fittings

Cintas will assess each of your facilities (as needed) to determine the exact inventory levels needed to maintain sufficient inventory needs. In addition, we will professionally fit each of your employees as necessary to ensure that each staff member has a well-fitting garment.

Confirming Requirements

We use a detailed checklist to make sure we understand all your requirements for the initial implementation and discuss issues that may come up in the future. Cintas ensures that your departments will only receive services that have been authorized.

Program Documentation

The program will be communicated to the customer locations via a "Customer Fact Sheet." The details of the program are set up in our central computer. This serves to ensure that the service and the pricing at each of your locations conforms to the Master Service Agreement and is controlled by our Account Team.



OMNIA[®]
PARTNERS



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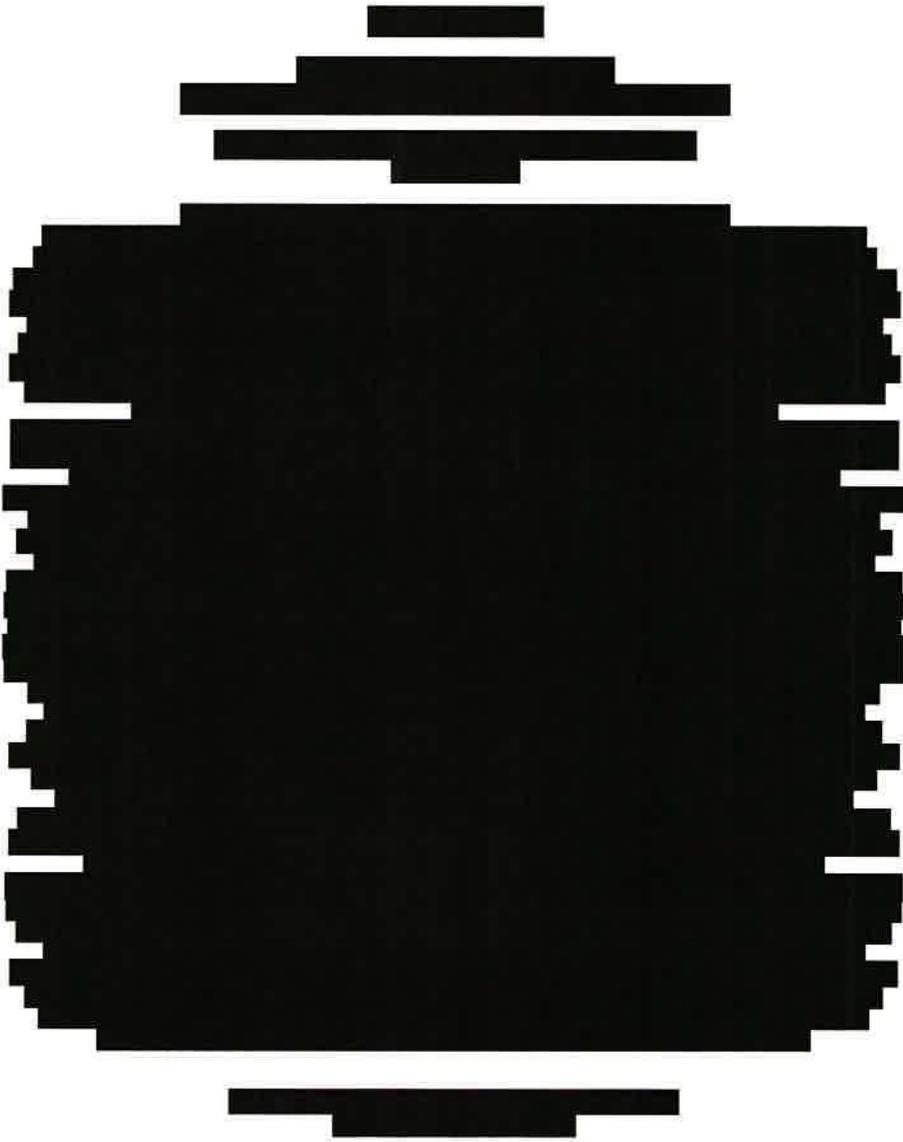
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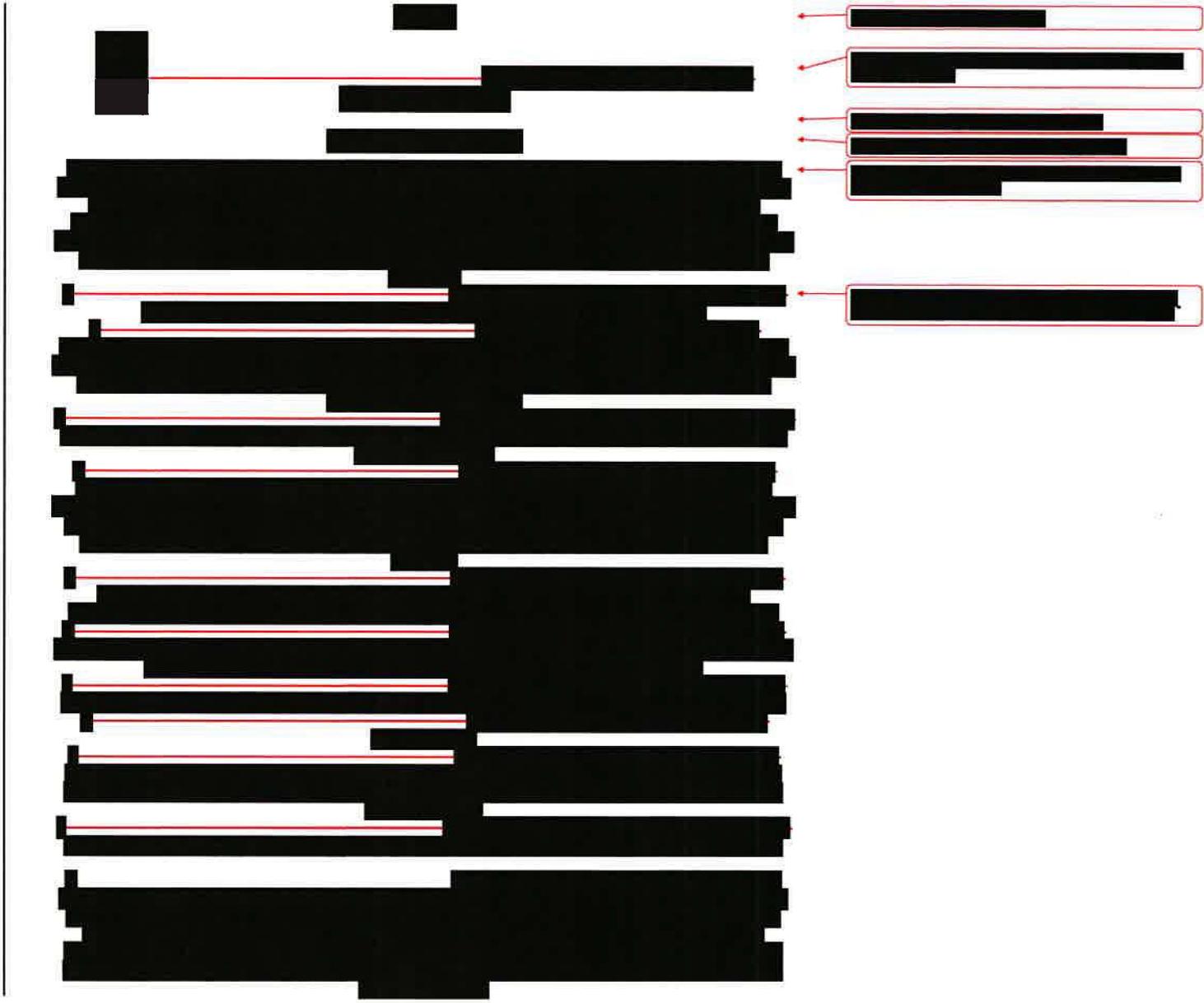
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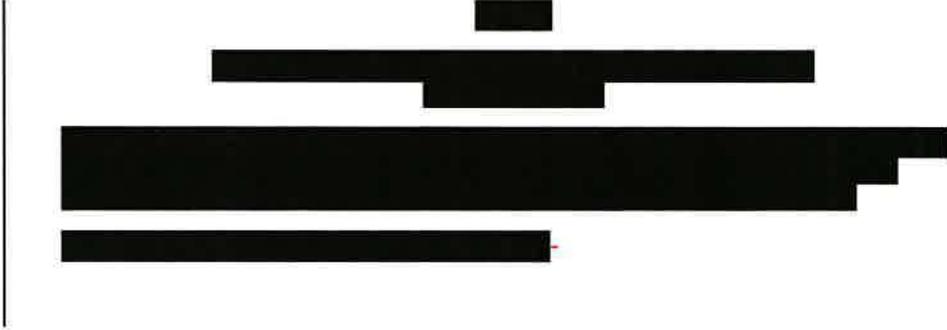
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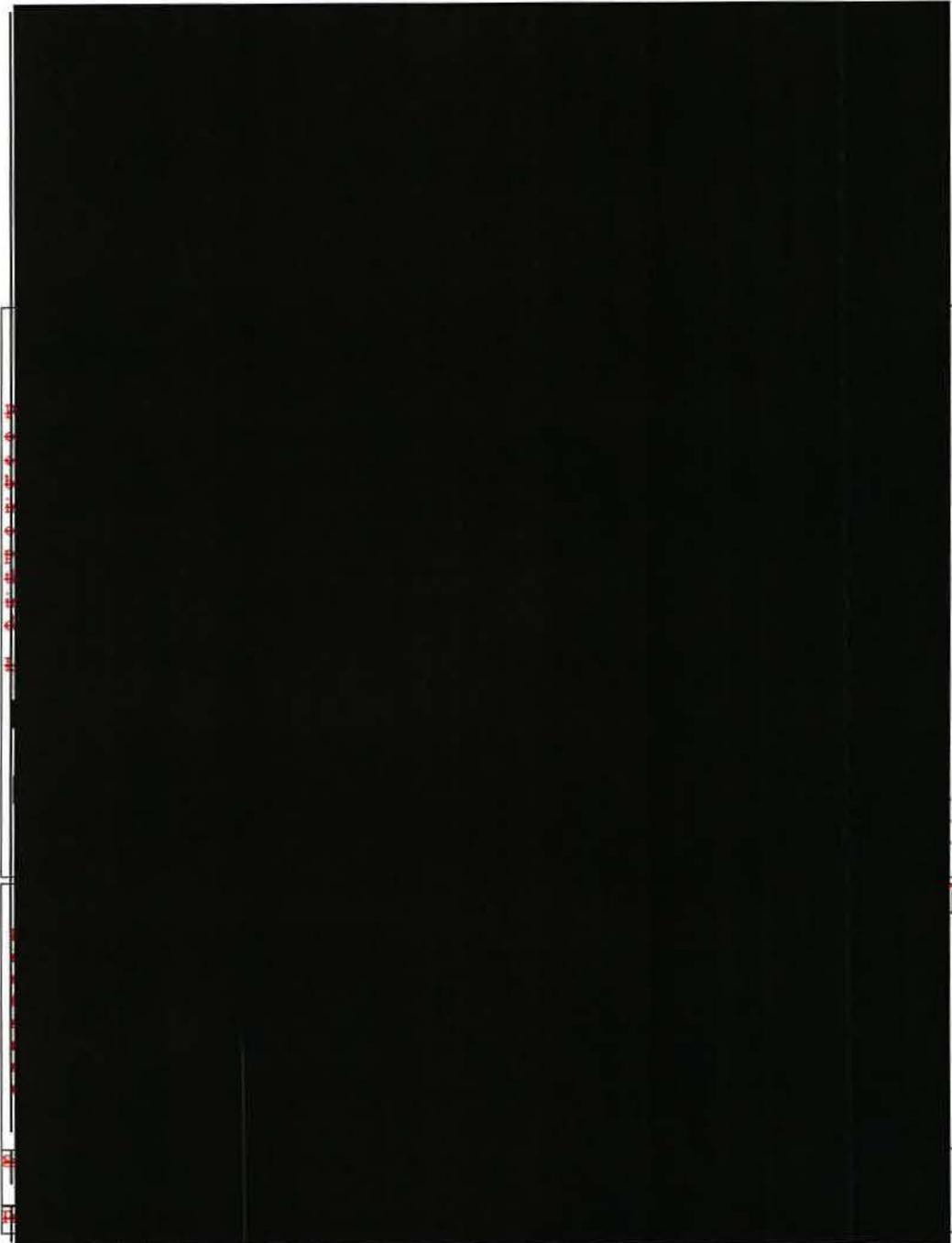
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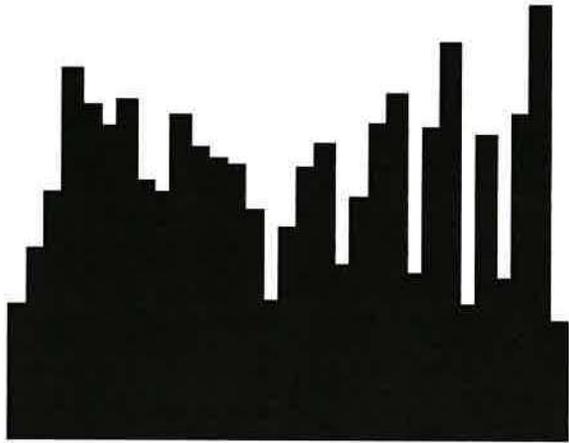
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Response to evaluation criteria

1. Transmittal Letter
2. Response to Questions
3. Marketing Proposal
4. ESG Report
5. Education Segment Lookbook

CINTAS
READY FOR THE WORKDAY



TRANSMITTAL LETTER

December 20, 2022

University of Nebraska
Procurement Services
1700 Y Street
Lincoln, NE 68588

RE: E- Bid # 3702-22-4618

To whom it may concern,

I want to begin by thanking you for considering Cintas as your provider for rental of uniforms, floor mats, mops, towels and related services. We are proud to present this comprehensive response as it specifically relates to your needs. These services are part of our core business offering for our company and we are committed to providing you and your staff with the most professional level of service possible. Please accept this proposal and understand that Cintas would like to review any questions or concerns identified. We are excited at the prospect of partnering with you and look forward to presenting our capabilities to you in this process.

In addition to the responses we have provided, it is important to us that we highlight a few Cintas uniqueness's that make Cintas the leader and best in the industry and uniquely qualified to support the University of Nebraska.

- 
- **Breadth of Products & Services** – Our expansive offering of innovative products and services makes Cintas a true “One Stop Shop” for the University of Nebraska. In addition to the products and services outlined in this solicitation, Cintas offers unique and innovative rental solutions that include exclusive products and partnerships with companies like Carhartt, Chefworks & Rubbermaid, to name a few. Cintas can also support the University of Nebraska for First Aid and Fire Life Safety needs.



- **Total Cost of Ownership** – Pricing in the industrial uniform industry is often deceptive and challenging to compare amongst companies given different billing methods, product offerings, quality control measures and processes. Our commitment is to provide a fair and competitive price point that is exclusive of hidden charges or shortcuts in quality. Cintas uniqueness, like our TruCount inventory management system, quality control processes and billing methods allow us to provide a competitive price point and more importantly, a commitment to provide the lowest total cost of ownership.

Thank you again for your consideration. We are available to meet should a meeting be required to review our service capabilities.

Best regards,

Loka Mistretta
Global Account Manager
Cintas Corporation



3.0 SUPPLIER RESPONSE

3.1 Company

3.1.A. Brief history and description of Supplier to include experience providing similar products and services.

Company Name: Cintas Corporation
Year Founded: 1929

Cintas is a publicly held company traded over the Nasdaq Global Select Market under the symbol CTAS and is a Nasdaq-100 company and component of the Standard & Poor's 500 Index.

Cintas started from very humble beginnings in 1929 when "Doc" and Amelia Farmer established a small business to reclaim and clean rags for local factories. Their son, Hershell became president of the company in 1952 after his father's death and, after 23 years of continued success, turned the helm over to his son, Richard "Dick" Farmer. The company entered the uniform rental business in 1965, a move that would dramatically reshape the company and revolutionize the uniform marketplace. For example, Cintas was the industry pioneer in introducing polyester-cotton blend fabric that doubled the life of uniforms and made cleaning more efficient.

In 1983, the company made its initial public offering of stock.

Todd Schneider currently serves as Chief Executive Officer and Chairman.

Fortune magazine listed Cintas among America's "Most Admired" companies and also gave Cintas a well-deserved spot on their Fortune 500 list for the third year in a row. Other awards won in 2020 include "2021 Military Friendly Employer", "DEI Best Places to Work", and "Best Employer for Diversity" by Forbes Magazine.

At Cintas, we are dedicated to helping businesses across North America stay clean, prepared and looking professional. Through our innovative solutions and routine service visits, we take care of the important tasks that help our customers like the Kinetic GPO keep their agencies running smoothly — so they have more time to focus on their business.

Headquartered in Cincinnati, Ohio, our Fortune 500 company serves more than one million businesses in all types of industries. Our diverse customer base ranges from small manufacturing companies to mid- sized hotel chains to major corporations with thousands of employees, and we are known for providing them with an endless array of products and services.

We offer rental apparel programs that include professional laundering, inspection, and delivery -- along with stylish apparel purchase collections that combine custom designs with ready-to-wear styles. We replenish essential cleaning supplies and hand sanitizer, and stock restrooms with hygiene and paper products. We routinely deliver freshly laundered entrance mats and reusable microfiber products and apply disinfectant spray and sanitizer spray to common



touchpoints and surfaces. We restock first aid & safety supplies and PPE, and a comprehensive fire life safety service.

Cintas is uniquely positioned in the marketplace because we're a vertically integrated supplier primarily for the manufacture of rental garments. To remain globally competitive, we rely on the services of a broad range of both domestic and international suppliers. We own, operate or do business with contractors in hundreds of cases overseas, and we manufacture production on five continents in more than 30 countries. Of course, our supplier contract base is subject to changes at any given time, based on the best interests of our customers and company.

At Cintas we believe in leading by example and that is why Cintas makes contributions to support science education, takes active roles in professional societies, standards writing committees, and constantly conducts original research projects aimed at delivering better, cleaner products to our customers.

OMNIA Partners – Public Sector

Cintas began providing products/services to the public market with its relationship with US Communities in 2012. US Communities was a platform for Cintas to sell all of its enterprise to a market that, to that point, the company had not penetrated.

In 2018, OMNIA Partners, Public Sector purchased US Communities leading to the strategic relationship that Cintas and OMNIA now share. From the CEO, Senior Leadership, Marketing, Operations, and Field Sales, the two organizations are inextricably linked in a relationship that maximizes the benefit for not only the two companies, but mostly importantly, the provision of world-class value to the public agencies that are served.

Cintas has been recognized by OMNIA on a number of occasions. Cintas won Supplier of the Year in 2019, denoting Cintas' efforts in supporting OMNIA with both our public agency and private company clients. In 2021, Cintas won OMNIA's Public Supplier of the year. The criterion for this award is visually noted by the following:

OMNIA Partners: Public Sector Supplier of the Year



3.1.B Total number and location of salesperson employed by Supplier.

Cintas has over 400 locations and 40,000 + partners across the country. A list of our locations can be provided upon request.

3.1.C. Number and location of support centers (if applicable) and location of corporate office.

Cintas owns and operates over 500 facilities across the US and Canada and our corporate office is located at 6800 Cintas Blvd. Mason, OH 45040. The Cintas facilities are supported by a network of 100% wholly owned distribution centers





3.1.D Annual Sales for the three previous fiscal years.

(In thousands)	2021	2020	2019
Uniform Rental and Facility Services	\$ 5,689,632	\$ 5,643,494	\$ 5,552,430
First Aid and Safety Services	784,291	708,569	619,470
All Other	642,417	733,057	720,403
Total Revenue	\$ 7,116,340	\$ 7,085,120	\$ 6,892,303

Cintas financial reports can be found online at our website: <https://www.cintas.com/investors/financials.aspx>. Our FEIN is 31-1703809 and a Dunn & Bradstreet report has been included for reference as well.

3.1.E. Describe any green or environmental initiatives or policies.

Please reference the attached ESG report. In addition to our goal of achieving Net Zero Emissions by 2050 mentioned; the magnitude of preserving and protecting the environment has a long history at Cintas.

3.1.F. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

At Cintas, we know that having a strong supplier network plays a direct role in our business performance and global competitiveness. And we have a long history of relying on the services of a broad range of both domestic and international suppliers — owning, operating or doing business with contractors in hundreds of cases overseas, and manufacturing production in five continents in more than 30 countries.

We believe the more diverse our supply chain, the more competitive we are as a company. That is why we put every effort into making sure this chain is as robust and varied as possible, with a supplier network that includes a wealth of women-owned and ethnically diverse businesses. We also know that securing a diverse supplier base is more reflective of our dynamic business community and helps us better serve our customers.

This is a commitment that starts at the top, with our Supplier Diversity Executive Steering Committee. Members of this committee are proactive change agents who work to ensure that our employee-partners are aligned on the many advantages of giving diverse suppliers equal access to Cintas partnerships.



Relevant Data

- Cintas is a member of the National Minority Supplier Development Council, the Women’s Business Enterprise National Council and the Veteran-Owned Business Association.
- Since fiscal year 2007, we have spent more than \$1.9 billion with certified diverse suppliers.
- In fiscal year 2018, we spent \$231 million with diverse suppliers — totaling 12.06% of external domestic spend.
- We spent \$99.1 million with women business enterprises in FY ‘18.
- We spent \$130.3 million with minority business enterprises in FY ‘18.
- We spent \$2 million with veteran business enterprises in FY ‘18.
- We continually invest in development courses — offering training to more than 1,900 minority- and women-owned businesses across the country since 2009.

Relevant Awards

- Included in Corporate 101: America’s Most Admired Corporations for Supplier Diversity, 2017.
- Recognized as Military Friendly® Supplier Diversity by the National Veteran-Owned Business Association for 2017
- Ranked among Women’s Enterprise magazine’s Top 100 Corporations for Women’s Business Enterprises for 2018.
- Ranked among Women’s Enterprise magazine’s Top 100 Leaders in Corporate Supplier Diversity for 2018.
- Included in Diversity Plus magazine’s Top 30 Champions of Diversity ranking, 2017.
- Awarded as 2018 corporate buyer of the year from MBN USA

Upon RFP award we can discuss in more detail the opportunity to leverage our diverse supply chain to meet any internal initiative you may have.

VALUES

SUPPLIER DIVERSITY

OUR MISSION IS TO EXPAND AND MAXIMIZE THE USE OF OUR NETWORK OF CERTIFIED MINORITY, WOMEN, VETERAN AND OTHER DIVERSE SUPPLIERS WHO WILL ENHANCE CINTAS' VALUE AND DRIVE A COMPETITIVE BUSINESS ADVANTAGE.

FOR MORE INFORMATION
VISIT CINTASCAREER.COM

“ SUPPLIER DIVERSITY is an important component to our long-term business strategy. It enhances Cintas' ability to MEET CUSTOMER NEEDS by reflecting the CHANGING DEMOGRAPHICS of the marketplace, while providing increased COMPETITION, CREATIVITY and FLEXIBILITY in our SUPPLY CHAIN. ”

— Scott Farmer, Executive Chairman

SPEND WITH DIVERSE SUPPLIERS	
FY21	\$305 Million — 17.22%
FY20	\$248 Million — 11.41%
FY19	\$279 Million — 12.66%
FY18	\$231 Million — 12.09%
FY17	\$208 Million — 11.74%

2,050+

DIVERSE SUPPLIERS
TRAINED since 2009

R

RECOGNITION
Accelerating the performance of diverse suppliers throughout the Cintas supply chain.

E

ECONOMIC INCLUSION
Creating an environment where diverse organizations, with corporate loyalty and other business value.

A

ADVOCACY / ACCOUNTABILITY
Supporting diverse organizations and establishing metrics that create responsibility for the growth of diverse businesses.

D

DEVELOP
Developing our suppliers, purchasing professionals and sales partners for mutually wins.

Y

YIELD RESULTS
Creating our shared and integrating solutions through the utilization of diverse suppliers.

Meet the New D&I Team



Max Langenkamp
SVP of HR & Chief Diversity Officer
langenkampm@cintas.com



Toby Atkinson
Director of Diversity Equity & Inclusion
atkinsonjt@cintas.com



Teja Berry
Diversity Equity & Inclusion Recruiter
berryt2@cintas.com



Bob Monroe
Director of Diversity Equity and Inclusion Training & Development
monroeb@cintas.com

Our diversity programming isn't limited to ethnicity, nationality, gender or age — it's also focused on recruiting military veterans and employees with differing abilities. In addition, our robust Management Trainee (MT) program reflects our commitment, with a large number of trainees from traditionally under-represented groups helping us ensure that we tap into the best talent for our leadership pipeline. In 1990, we established one of the first programs dedicated to military recruiting in corporate America — which has resulted in the honor of being included on GI Jobs Top 25 Military-Friendly Employer list every year since 2005. We've also been ranked a Top 100 Military-Friendly Employer for 11 consecutive years. To date we have achieved: 134 Cintas locations in 110 national cities participating, 1,009 Cintas leaders trained on autism and disability awareness, 18.85% increase in autism and disability awareness, 34.10% decrease in concern about hiring individuals with autism and other disabilities, 2,053 community disability support professionals connected to Cintas locations, 524 job seekers with disabilities attended Cintas disability focused hiring events since June 2017 and 483* employee-partners with disabilities hired in fiscal 2019. Cintas works with regional advocacy groups to offer development courses to business owners. Our dedicated team of professionals works hard to promote awareness in many different ways:

- Monthly Newsletters to celebrate awareness
- Spotlight a partner
- Explain the holiday or observance



- Activity corner – engage partners to participate in activity to educate partners about observance
- Explain the history of awareness
- Videos from an executive that are 60 – 90m minutes along celebrating holidays & awareness
- Videos that further explain DEI subject matter
- Social Media
- Linked In, Twitter, IG posts that raise awareness of holidays and observances being celebrated throughout the year
- Weekly DEI Q&A Series
- Feature a partner that is part of a community being highlighted to show case their story, perspectives and career progression at Cintas

As an organization, we have developed our 5 Pillars of Diversity and Inclusion:

Employee-Partner Engagement

Employee-partner recruitment, retention, development and promotion

Supplier Diversity

Economic inclusion, innovation and value

Corporate Citizenship

Grassroots and corporate-sponsored philanthropy, volunteerism and social responsibility

Multicultural Marketing

Listening to our customers and delivering innovative products and services that exceed their expectations

Governance

Inclusion policies that provide equal opportunity for all partners and applicants

We also enrich our product and service offerings by relying on a supplier network that includes women-owned and ethnically diverse businesses. Partnering with these varied suppliers not only bolsters economic inclusion and increases innovation, but it also makes us more fully equipped for a changing landscape and helps us better serve our richly varied customer base.

Supplier Diversity

Cintas uses many suppliers to fulfill its business needs and one metric we have prioritized is our spend with certified diverse suppliers. To qualify as a diverse supplier at Cintas, the vendor must be a for-profit business headquartered in the USA or its trust territories and be at least 51% owned, operated, and controlled by a US citizen who is a minority, woman or veteran. In FY21, we spent \$387.7 million dollars with certified diverse suppliers, which represents 16.9% of our total US spend - setting records for both total spend and spend percentage. To champion and promote our supplier diversity initiatives, we've created our Supplier Diversity Executive Steering Committee, a group of more than 35 Cintas executives who serve as change agents and advocates for diverse suppliers throughout our company. They help educate employee-partners on the value proposition and competitive advantage that supplier diversity offers.



Social Equity

Cintas is committed to upholding and promoting human rights and workplace rights and safety, both in our own facilities and in those we do business with around the world. Our requirements incorporate many key International Labour Organizations, some of which include Forced Labour Convention (No.29), Freedom of Association and Protection of the Right to Organise Convention (No. 87), Right to Organise and Collective Bargaining Convention (No. 98), Minimum Age Convention (No.138) Minimum Wage Fixing Convention (No. 131), and Abolition of Forced Labour Convention (No. 105) just to name a few. We also support international human rights principles, including the United Nations Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights (UNGP), the European Convention of Human Rights and other notable human rights accords. Our Vendor Code of Conduct strictly prohibits the use of prison labor, forced labor, enslaved labor, or trafficked labor. It also prohibits knowingly utilizing or purchasing materials or products manufactured from companies that use uncompensated prison workers, indentured servitude, or enslaved trafficked labor. As it our policy at Cintas, we expect our Global Supply Chain Suppliers to respect their workers' rights to organize and collective bargaining. All workers must have the right to make an informed decision on the matter, have the right to free, fair, and government-supervised elections, and not be subject to representation that has been adopted unilaterally.

Supplier Diversity at Cintas Corporation – Good Faith Efforts

As an international company, we source globally with long term strategic supply partners in order to ensure supply chain continuity. Many of these strategic partners are diverse businesses supporting all categories of goods and services needed to manufacture our products and support general administrative operations. For manufacture of our products, we provide these as commercially available products for all customers, and we do not create unique, individual subcontract agreements associated with the manufacture of the products we sell based on individual customers. Additionally, with customers located across the country, we have very limited opportunity to modify our supply base to create new sourcing lots in order seek new bids to favor an individual state, country, or region specific to an individual customer's request. For these reasons we believe our products cannot fit into individual requests for local/regional sourcing subcontracting and we submit that we do not intend to use subcontractors.

At Cintas, we promote and support the growth and development of minority, women, and veteran owned businesses. Our mission is to expand and maximize the utilization of our network of certified minority, women, veteran, and other diverse suppliers who will enhance Cintas' value and drive a competitive business advantage.

Supplier Diversity is a corporate initiative with executive sponsorship. Widespread commitment is demonstrated through the development and engagement of the Supplier Diversity Executive Steering Committee, our Champions. They are senior-level change agents that have the ability to align employee-partners on the value proposition and competitive advantage of supplier diversity. The committee meets on a bi-annual basis to extensively discuss our journey to world class.



Cintas is a corporate member of NMSDC and WBENC and actively participates and supports these organizations locally and nationally. We have access to their databases of certified suppliers and additionally, we attend business expos locally and nationally to identify qualified diverse suppliers. We also identify DMWBE suppliers by utilizing the online databases of state and local government agencies.

The mission of Cintas' Supplier Diversity Program is to expand and maximize the utilization of our network of certified minority, women, veteran and other diverse suppliers who will enhance Cintas' value and drive a competitive business advantage. At the corporate level, we are members of the National Minority Supplier Development Council (NMSDC), Women's Business Enterprise National Council (WBENC), and National Veteran-Owned Business Association (NaVOBA). In FY22, Cintas spent over \$318 million with diverse owned businesses, which reflect 11.6% of total external domestic spend.

VALUES

SUPPLIER DIVERSITY

OUR MISSION IS TO EXPAND AND MAXIMIZE THE USE OF OUR NETWORK OF CERTIFIED MINORITY, WOMEN, VETERAN AND OTHER DIVERSE SUPPLIERS WHO WILL ENHANCE CINTAS' VALUE AND DRIVE A COMPETITIVE BUSINESS ADVANTAGE.

FOR MORE INFORMATION
VISIT CINTAS.COM

“ SUPPLIER DIVERSITY is an important component to our long-term business strategy. It enhances Cintas' ability to MEET CUSTOMER NEEDS by reflecting the CHANGING DEMOGRAPHICS of the marketplace, while providing increased COMPETITION, CREATIVITY and FLEXIBILITY in our SUPPLY CHAIN **”**

— Scott Farmer, Executive Chairman

SPEND WITH DIVERSE SUPPLIERS

FY21	\$395 Million — 17.23%
FY20	\$248 Million — 11.41%
FY19	\$278 Million — 12.66%
FY18	\$231 Million — 12.00%
FY17	\$208 Million — 11.74%

2,050+

DIVERSE SUPPLIERS TRAINED

R

RECOGNITION

Identifying the underserved market, increasing visibility, and providing training and resources to diverse suppliers.

E

ECONOMIC INCLUSION

Providing training and resources to diverse suppliers to help them grow and succeed.

A

ADVOCACY / ACCOUNTABILITY

Identifying and addressing barriers to diverse supplier participation and promoting diversity in the supply chain.

D

DEVELOP

Identifying and addressing barriers to diverse supplier participation and promoting diversity in the supply chain.

Y

YIELD RESULTS

Identifying and addressing barriers to diverse supplier participation and promoting diversity in the supply chain.



3.1.G. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response:

a. Minority Women Business Enterprise Yes No

If yes, list certifying agency:

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE) Yes No

If yes, list certifying agency:

c. Historically Underutilized Business (HUB) Yes No

If yes, list certifying agency:

d. Historically Underutilized Business Zone Enterprise (HUBZone) Yes No

If yes, list certifying agency:

e. Other recognized diversity certificate holder Yes No

If yes, list certifying agency:

3.1.H. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

No subcontractors will be used.

3.1.I. Describe how supplier differentiates itself from its competitors

There are many factors that separate Cintas from our competitors.

- Our Culture
- Our Solutions
- Six Sigma Process Improvement
- Financial Strength

Our Culture: Since 1929, a key to our success has been a culture that encourages meaningful, respectful relationships between our company and our employee-partners and the commitment to always do what's right. This spirit of teamwork, camaraderie and trust is the cornerstone of our culture, and our team's passion for our customers is what sets us apart.

Our Solutions: The focus and the markets we serve have continued to evolve over the years, from our legacy business of uniform rental to our current product and service offerings that help



enhance our customers' image and help keep their facilities and employees clean and safe — every day. Specifically:

Clean: Every minute our customers spend shopping for cleaning supplies and managing inventory is time away from their business. Our trusted services, smarter products and expert training deliver a cleaner, better image — faster.

Safe: We help keep our customers' businesses running safe and sound with programs built just for them. We don't just deliver. We stock and inventory customers' first aid & safety products and conduct emergency first aid training — giving them peace of mind and making sure they're always prepared.

Image: Image is everything. We know that how our customers dress — along with a clean, professional looking facility — makes a positive impact on their customers, business and staff. Our job as a business partner is to drive value for our customers, both directly and indirectly as their business needs dictate.

Six Sigma: Cintas is committed to the Six Sigma process of continuous improvement. This process allows us to stay lean as a company, allows us to leverage the tools and our talents towards our customer opportunities. These Six Sigma disciplines are portable and deliver best in class, for operating and execution strategies in support of our partnership.

Financial Strength: Cintas' financial position is strong. Cash flows provided by operating activities have historically supplied us with a significant source of liquidity. We generally use these cash flows to fund most, if not all, of our operations and expansion activities and dividends on our common stock. We may also use cash flows provided by operating activities, as well as proceeds from long-term debt and short-term borrowings, to fund growth and expansion opportunities, as well as other cash requirements such as the repurchase of our common stock. We do not anticipate having difficulty in obtaining financing in the future in view of our favorable experiences in the debt markets in the recent past.

Our company's mission statement: To serve each customer with the knowhow and care they deserve and value; or in shorthand — Deeper knowhow. Caring service™. This means that we lead with our commitment to delivering relevant service based on a personal understanding of our customers' unique

needs. Then we emphasize our support of our customers, and our belief in providing care that goes above and beyond. By leveraging our deeper knowhow and caring service, we ensure that nothing distracts our customers from having a productive workday.

3.1.J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

Cintas is currently subject to legal proceedings and claims arising from the ordinary course of its business, typical of claims faced by other companies of Cintas' size. None of these investigations or claims is material to Cintas' business or this bid. In addition, Cintas is subject to litigation that is not in the ordinary course of business and which is described in the Company's 10-K and 10-Q filed with the SEC.

3.1.K Felony Conviction Notice.

Cintas is a publicly held corporation and this reporting requirement is not applicable.

3.1.L Describe any debarment or suspension actions taken against supplier.

There are none.

3.2 Distribution, Logistics

- A. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.**

Cintas provides a vast variety of additional products and services that we are able to offer at fair market local price. For items with high usage, Cintas will work with the University of Nebraska and negotiate pricing for those specific items.

- B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.**

Cintas is able to self-perform service for the University of Nebraska.

- C. Describe how Participating Agencies are ensured they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retail or in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.**

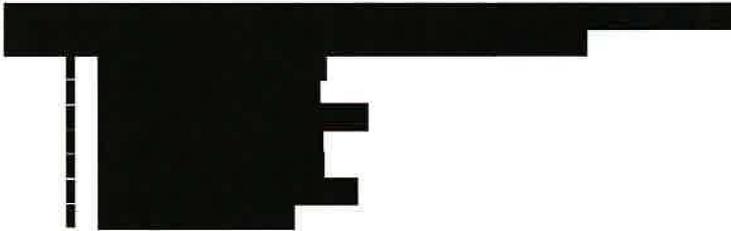
Upon contract award the Cintas location receives all details necessary to implement and manage your program to conform with the national agreement. Details are provided in a concise, comprehensive format we refer to as the Program Requirements Document or PRD. The PRD is revised whenever a change is made to the program.

Cintas also maintains tight controls over contracted products and pricing with the ability to centrally put a "computer lock" on all aspects of your program. This will ensure all locations are offered only the products you have approved at the prices outlined in the contract.

D. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.

Cintas plans to self-perform all services included in this RFP.

E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.





OMNIA public sector marketing plan

CINTAS
READY FOR THE WORKDAY

[REDACTED]

IX.

[REDACTED]



I. [REDACTED]

[REDACTED]

J. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

Cintas holds our customer spend to be confidential. Cintas financial reports can be found online at our website: <https://www.cintas.com/investors/financials.aspx>.

K. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

[REDACTED]

[REDACTED]

L. Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

\$ _____ .00 in year one

\$ _____ .00 in year two



\$ _____ .00 in year three

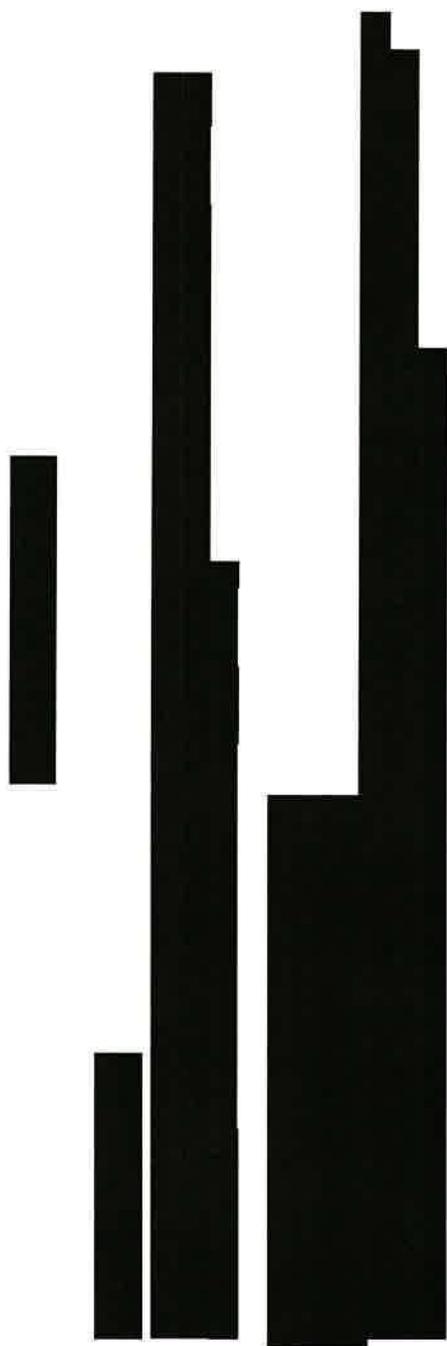
To the extent Supplier guarantees minimum Contract Sales, the Administrative Fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

Cintas will market the program based upon our experience and knowledge in the public space and the objectives of each qualifying public agency.

M. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

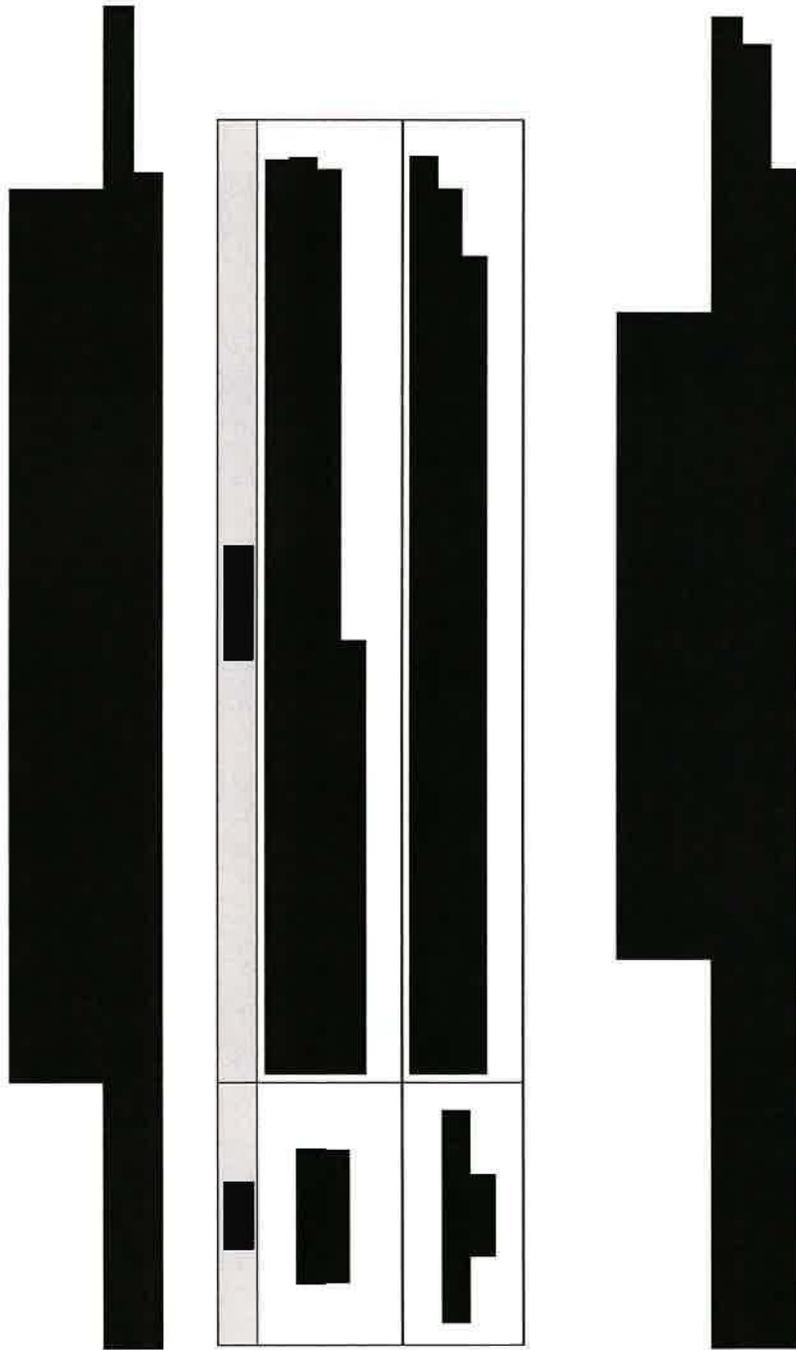
- I. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).
 - II. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.
 - III. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).
 - IV. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail Supplier's strategies under these options when responding to a solicitation.



[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]





Start your workday with a trusted leader

By utilizing Cintas' cooperative agreement through OMNIA Partners, Public Sector, agencies eliminate duplication of effort, saving valuable time, resources and money. OMNIA Partners delivers superior value and savings for public agencies nationwide. The collective buying power of more than 60,000 entities helps you do more with less by saving time and reducing administrative costs.

UNIFORM RENTAL

Enhance your image with retail-inspired uniforms that keep your employees looking sharp. In addition to best-in-class rental service, our TruCount™ Inventory Management System assures that every garment is scanned on every service visit and accounted for at all times.



FACILITY SERVICES

Trust Cintas to help you reduce the chance of contamination and keep your schools and public agencies stocked – with innovative solutions, scheduled service visits and routine product replenishment.



Pursuant to OSHA regulations, 29 CFR 1910.132 (Subpart I), an employer bears sole responsibility for selecting the type(s) of personal protective equipment to be used by its employees. All purchasers of FRC garments and/or laundering services from Cintas bear full responsibility for selecting the PPE appropriate for use by their employees. Cintas makes no representation, warranty, or covenant with respect to the flame-resistant qualities of the garments or with respect to the fitness or suitability of the garments for any particular use or purpose. The purchase of any goods or services from Cintas is subject to Cintas's Standard Terms and Conditions and/or any other applicable written contract executed between the purchaser and Cintas relating to such purchase.

Help keep your schools and public agencies safe and prepared with an excellent value



FIRST AID & SAFETY

Make sure you're stocked up on supplies and prepared to respond quickly. Our regular on-site service has you covered – including replenishment of the first aid supplies you select, restocking of the safety products and PPE of your choice, AED servicing, and safety training.



First Aid Cabinets



Vehicle First Aid Kits



Safety Supplies & PPE



AED Products & Services



Safety Training



WaterBreak*



Emergency Eyewash Service

FIRE PROTECTION

Your commitment to keeping your employees, students, and community safe has never been stronger, and that means having fully integrated fire protection services you can count on. With Cintas, you have the convenience of one vendor testing and inspecting an extensive list of equipment and systems – along with detailed documentation that includes inspection reports, identified maintenance or repairs, regular service reminders and more.

CINTAS PROVIDES TEST, INSPECTION, MAINTENANCE AND REPAIR FOR¹:



Fire Extinguishers



Exit & Emergency Lighting



Fire Alarm & Monitoring



Fire Sprinkler



Kitchen Suppression



Special Hazard Suppression

For more information to get started contact Cintas at OmniaPartners@cintas.com.

¹ Services offered may vary depending on service location. Services provided are limited to those explicitly contracted for by customer.

Pursuant to OSHA regulations, 29 CFR 1910.132 (Subpart I), an employer bears sole responsibility for selecting the type(s) of personal protective equipment to be used by its employees. All purchasers of gloves and personal protective equipment from Cintas bear full responsibility for selecting the PPE appropriate for use by their employees. Cintas makes no representation, warranty, or covenant with respect to the protective or flame-resistant qualities of the items or with respect to the fitness or suitability of the items for any particular use or purpose. The purchase of any goods or services from Cintas is subject to Cintas's Standard Terms and Conditions and/or any other applicable written contract executed between the purchaser and Cintas relating to such purchase.





OMNIA[®]
PARTNERS

Keeping you ready™ with an excellent value

OMNIA Partners delivers superior value and savings for public agencies nationwide. The collective buying power of more than 60,000 entities helps you do more with less by saving time and reducing administrative costs.



By utilizing Cintas' cooperative agreement through OMNIA Partners, Public Sector, agencies eliminate duplication of effort, saving valuable time, resources and money.

ELIGIBLE PUBLIC AGENCIES INCLUDE:

- States and state agencies
- Cities, counties, municipalities/townships
- Public and private higher education institutions and systems
- Public and private primary education schools, districts and systems
- Nonprofit agencies and charitable organizations
- Special districts such as fire, water, sewer, etc.



CONTRACT NUMBER:

R-BB-19002: Facilities Management Products and Solutions

PARTICIPATION:

There is no cost to register, no commitments and no minimum orders.

For more information to get started contact Cintas at OmniaPartners@cintas.com.

UNIFORMS | FACILITY SERVICES | FIRST AID & SAFETY | FIRE PROTECTION

LSM-F21 REV 1/11

CINTAS
READY FOR THE WORKDAY

Keep your schools and public agencies clean, stocked and prepared



Your commitment to meeting expectations for a clean, prepared environment has never been stronger. Make sure you exceed those expectations, and give your employees, students and community peace of mind, with the help of essential products and scheduled service visits from Cintas.

FIRST AID & SAFETY

Make sure you're stocked up on supplies and prepared to respond quickly. Our regular on-site service has you covered — including replenishment of the first aid supplies you select, restocking of the safety products and PPE of your choice, AED servicing, and safety training.



First Aid Cabinets



Safety Supplies & PPE



AED Products & Services



Safety Training



WaterBreak*



Emergency Eyewash Service



Vehicle First Aid Kits



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FACILITY SERVICES

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R

E
A

ADDITIONAL INFO



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Aon Risk Services Northeast, Inc. c/o Aon Client Services 4 Overlook Point Lincolnshire IL 60069 USA	CONTRACT NUMBER: POLICY NO. (NAE) 281-1122 POLICY NO. (RUC) 161-0105 CLASS CODE: INSURER(S) AFFORDING COVERAGE:
INSURED: Cintras Corporation and its Subsidiaries 5800 Cintras Blvd PO Box 625737 Cincinnati OH 45262 USA	INSURER A: The Travelers Indemnity Co of CT NAIC # 25682 INSURER B: Westchester Fire Insurance Company 10030 INSURER C: Travelers Property Cas Co of America 25674 INSURER D: INSURER E: INSURER F:

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570082002084 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

TYPE	TYPE OF INSURANCE	ACORD CLASS	POLICY NUMBER	POLICY PERIOD (START/END)	POLICY PERIOD (START/END)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM-MANAGE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Contractual Liability GEN/AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PERIOD <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		HC2EGLSAR72M4731TCT20	07/01/2010	07/01/2015	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOUND AGG \$1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/> AUTOMOBILE ONLY <input type="checkbox"/> AUTO <input type="checkbox"/> TRUCK <input type="checkbox"/> NON-OWNED <input type="checkbox"/> COMBINE BI-OMV <input type="checkbox"/> AUTO ONLY		HC2E-CAP-472M4651-TCT-20 AOS	07/01/2010	07/01/2015	COMBINED SINGLE LIMIT (Per accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA/LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIM-MANAGE <input checked="" type="checkbox"/> PRO <input type="checkbox"/> RETENTION \$25,000		G22035277015	07/01/2010	07/01/2015	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROFESSIONAL (PARTNER) EXECUTIVE OFFICER/OWNER EXCLUDED Secondary to the Prol. describe here	Y/N <input checked="" type="checkbox"/> N/A	UBOP7844622ONCT MC-AOS UBOP7296692ONCR MC - NA, WI	07/01/2010	07/01/2015	<input checked="" type="checkbox"/> PER SP/STATE <input type="checkbox"/> OTHER FL EACH ACCIDENT \$2,000,000 EL DISEASE-EMPLOYEE \$2,000,000 FL DISEASE-POLICY LIMIT \$2,000,000

Certificate No : 570082002084

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of coverage

CERTIFICATE HOLDER Cintras Corporation and its Subsidiaries PO Box 625737 Cincinnati OH 45262 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
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New Jersey Business Certificate

STATE OF NEW JERSEY OVERSEAS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY OFFICE OF REVENUE PO BOX 280 TRENTON, NJ 08646-0280
TAXPAYER NAME: CINTAS CORPORATION NO 2	TRADE NAME: CINTAS	
ADDRESS: 6999 CINTAS BLVD MADISON DE 50404	SEQUENCE NUMBER: 002040	
EFFECTIVE DATE: 08/21/00	ISSUANCE DATE: 08/21/00	
		
	<small>Gregory D. Gagnier Acting Director New Jersey Department of Treasury</small>	

[REDACTED]

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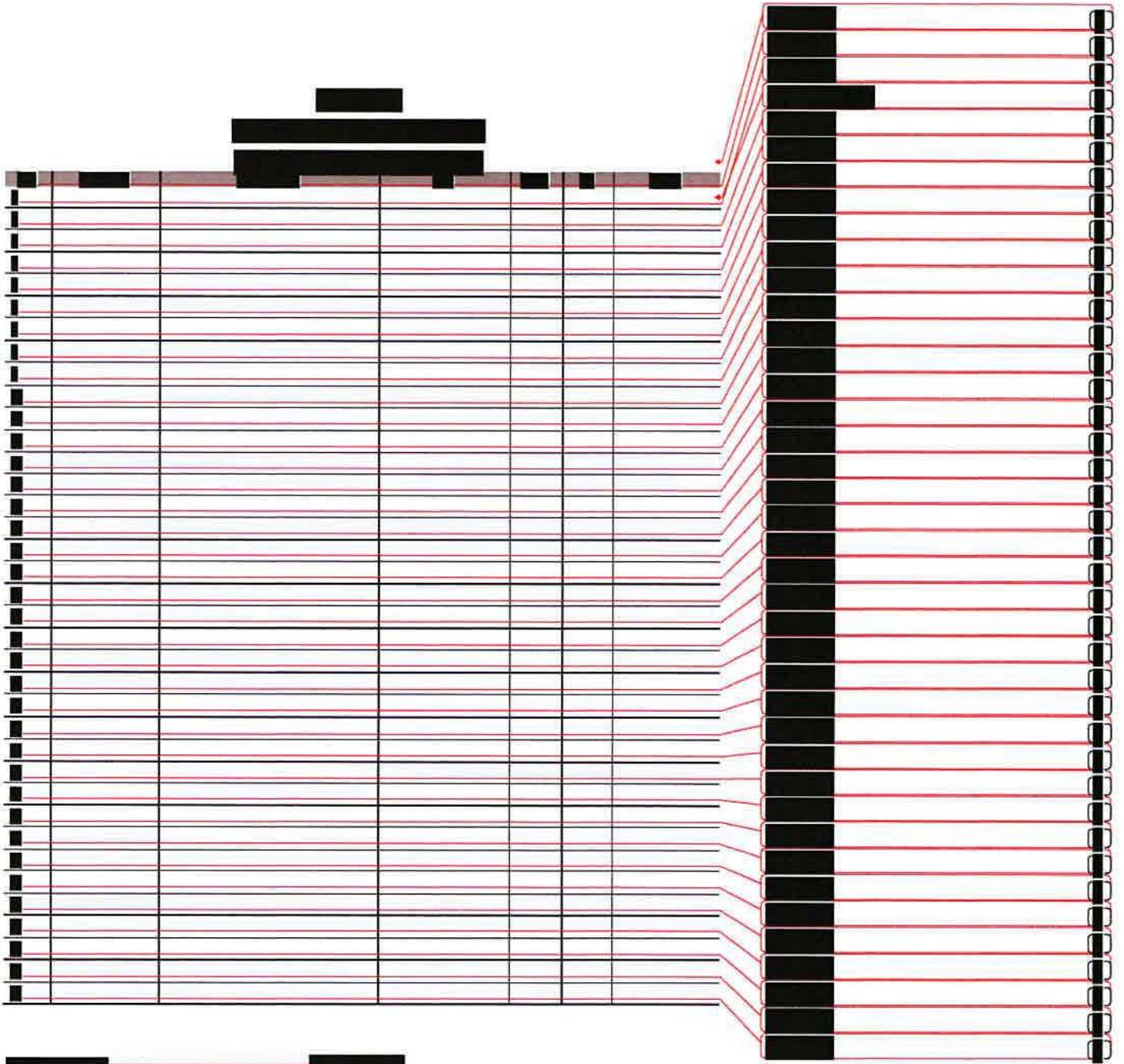
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Site Usage Terms and Conditions for NU eBID (UNL eBID)

The following Terms and Conditions of use (the “Terms and Conditions”) are provided by The Board of Regents of the University of Nebraska (hereinafter referred to as “NU”) and shall be acknowledged and agreed to by all users (each a “Supplier”) of NU’s online bidding application (the “Web Site”), as defined below.

1. **Web Site Application Terms and Conditions of Access and Use**

- 1.1 Only individuals with the authority to accept this agreement and abide by its Terms and Conditions may register. Registering with the online bidding Web Site alone does not constitute NU’s acceptance of the registrant as an approved supplier for future bidding notifications.
- 1.2 To use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the “Browser Requirements” link located on the login page for a complete listing of recommended and supported internet browsers.
- 1.3 **Use of Pop-Up Blocking Software:** Supplier agrees to disable pop-up blocking software when accessing and using this site.
- 1.4 **Trusted Site:** Supplier agrees to make this site a “trusted” site in your browser’s internet options configuration.
- 1.5 **Use of Spam Filters:** Supplier agrees to enable the delivery and acceptance of all email coming from NU, email addresses include but are not limited to ebid@customer.ionwave.net and ebid@nebraska.edu; email domains can also include @customer.ionwave.net, @ionwave.net, @nebraska.edu, @unmc.edu, @unk.edu, @unomaha.edu, @unl.edu.

2. **Using NU’s Online Bidding Web Site Application:**

- 2.1 NU’s Web Site is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. These Terms and Conditions represent the terms and conditions of use of NU and IWT as designated agent.
- 2.2 The following Terms and Conditions apply to your use of any part of this online bidding system (herein referred to as the “Web Site”) each time that you use it. By registering as a Supplier, you accept and agree to be bound by these Terms and Conditions.
- 2.3 The following Terms and Conditions are not NU’s Bid Terms and Conditions. Bid Terms and Conditions will be included within the application and attached to each bid opportunity.

3. **Registration Obligations:**

- 3.1 NU is not responsible for and accepts no liability for any technical problems that result from using the online bidding Web Site application.

Site Usage Terms and Conditions for NU eBID (UNL eBID)

- 3.2 In consideration of your use of the Web Site, you agree to provide true, accurate, current, and complete information about your organization. If you provide any information that is untrue, inaccurate, not current, or is incomplete, or NU has reasonable grounds to suspect that such information is untrue, inaccurate, not current, or incomplete, NU has the right to suspend or terminate your account and refuse any and all current or future use of the Web Site (or any portion thereof). Suppliers are responsible for keeping their information current on this Web Site. Suppliers are encouraged to utilize an email address or set up multiple email accounts that are regularly read to ensure that incoming mail notices are read on a regular basis.
- 3.3 The supplier will be financially and legally responsible for damages resulting in the supplier's illicit or willful misuse of the Web Site, including but not limited to hacking attempts, attempts to gain unauthorized access to the Web Site, directories, and/or encrypted data, attempts to change system-generated documents and reports, attempts to change the text of email notifications, and changes and/or any misrepresentation of attached files. NU and/or its agents reserve the right to fully prosecute any such attempts of the law.

4. Amending This Agreement:

- 4.1 From time to time, NU may make changes to these Terms and Conditions. NU reserves the right to amend the provisions of these Terms and Conditions at any time by posting amendments on the NU Procurement Services website. The amended Terms and Conditions shall become effective immediately, and it is your responsibility to monitor the Web Site for notices of such amendments.

5. Eligibility:

- 5.1 The Web Site is available only to NU, its designated agents, and properly registered Suppliers who desire to, enter, or have entered into legally binding contracts with NU under applicable law for legitimate business purposes. If the supplier does not qualify under the foregoing, the supplier may not use NU's online sourcing system, including the Web Site.

6. Nature of Site:

- 6.1 **Venue Only.** The Web Site acts as an electronic marketplace for NU, its components, and registered Suppliers.
- 6.2 **No Liability.** NU's Web Site utilizes the Internet and the World Wide Web which is comprised of systems that are out of NU's control including but not limited to NU, its agents, and registered Suppliers' respective internet service providers. NU and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, acts of God, power failures, and/or user errors. All bids must be submitted before the due date regardless of your organization's ability to submit bids online. It is the Suppliers' responsibility to ensure that bid documents arrive before the due date and time (the "Bid Deadline").

Site Usage Terms and Conditions for NU eBID (UNL eBID)

- 6.3 **Rights to Extend or Cancel.** NU reserves the right to extend the Bid Deadline, issue bid addenda, or cancel and reissue bid opportunities when NU determines the act to be in the best interest of NU, its agents, its component and registered suppliers.
- 6.4 **Email.** NU's Web Site utilizes email to distribute bid notifications and related information. Supplier recognizes and agrees that neither NU, nor its agents, can guarantee email delivery because the internet is comprised of systems that are out of NU's control including but not limited to: NU, its agents, and registered suppliers' respective internet service and email providers. NU and its agents are not responsible for email failures, email delivery failures, Internet outages, hardware failures, software failures including but not limited to operating systems and internet browsers, downtime, acts of God, power failures, and/or user errors including, but not limited to, Supplier's failure to provide the correct email address or failure to update such address.
- 6.5 **Time Remaining.** NU's Web Site displays the date, hour, minutes, and seconds remaining for each event. **This is NU's Official Time remaining for the sourcing event.** No other time clock, regardless of reputation, will be considered.
- 6.6 **Time Remaining Display.** The time remaining includes the date, hour, minutes, and seconds remaining and is displayed within the user's browser. Supplier acknowledges that various internet browsers may not accurately display the time remaining on the screen. Due to various browser and operating system configurations some internet browsers may display the time remaining several seconds behind the actual time. Supplier also acknowledges that internet connection speeds and operating systems may also affect the time remaining display. Again, the time on NU's Web Site shall be the official time for all events." The "Submission Button" in the University's eBid system will be inoperable when the deadline for submission has ended.
- 6.7 **Time Zone Setting.** NU's Web Site includes capabilities for suppliers to see the Server Time in the Supplier's native time zone. It is the Suppliers' responsibility to adequately set the proper Time Zone Setting for your company and Web Site users.
- 6.8 **Electronic Signature (Digital Signature).** Supplier acknowledges that the user identification, password, entry of the user's full name, and entry of the user's email address serves as their unique electronic signature for all bid responses and submissions. Supplier further agrees that only individuals with signature authority will submit a response.
- 6.9 **Bid/Proposal Award Notifications.** NU will furnish the successful bidder/offer or with a formal Purchase Order. In no case shall delivery or fulfillment be made to any location without a Purchase Order number and prior approval of NU Procurement Services. BE ADVISED THAT A PURCHASE ORDER OR CONTRACT IS REQUIRED PRIOR TO THE DELIVERY OF ANY GOODS AND/OR SERVICES. IF YOU PROVIDE GOODS AND/OR SERVICES FOR NU WITHOUT A PURCHASE ORDER OR CONTRACT FROM NU

Site Usage Terms and Conditions for NU eBID (UNL eBID)

PROCUREMENT SERVICES, YOU DO SO AT YOUR OWN RISK AND HAVE NO ASSURANCE OF PAYMENT.

- 6.10 **No Commitment/Guaranteed Participation.** Supplier registration does not constitute a commitment by NU or imply your guaranteed participation in all bids/proposals within your registered commodity.
- 6.11 **Support.** Supplier understands and agrees that technical support may not be readily available at any particular time prior to a bid closing time (the "Bid Deadline"). Supplier also understands and agrees that Supplier's internet access, browsers, and operating systems are not supported by NU and/or its agents. Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.
- 6.12 **File Attachments.** Supplier agrees to attach file(s) to their bid response only when requested by NU. Supplier agrees to limit file sizes to less than 100MB.

7.

[REDACTED]

[REDACTED]

[REDACTED]

8. **Supplier's Information:**

- 8.1 "Supplier's Information" includes any information Supplier provides to NU during the use of the Web Site. With respect to Supplier's Information:
- 8.2 Supplier is solely responsible for Supplier's Information, and Web Site acts as a passive conduit for Supplier's online distribution and publication of Supplier's information. However, NU may take any action with respect to such information NU deems necessary or appropriate in NU's sole discretion if NU believes it may create liability for, or loss to, NU, its agents, or other suppliers, or may cause NU to lose (in whole or in part) the services of NU's ISPs or other suppliers.
- 8.3 Supplier's information and Supplier's products and/or services listed in a submitted bid or for sale on the Web Site:
 - 8.3.1 shall not be false, inaccurate, or misleading.
 - 8.3.2 shall not be fraudulent or involve the sale of counterfeit or stolen items.

Site Usage Terms and Conditions for NU eBID (UNL eBID)

- 8.3.3 shall not infringe any third party's copyright, patent, trademark, trade secret, or other proprietary rights, or rights of publicity or privacy.
- 8.3.4 shall not violate any law, statute, ordinance, or regulation of any jurisdiction (including without limitation those governing export control, consumer protection, unfair competition, anti-discrimination, or false advertising).
- 8.3.5 shall not be defamatory, trade libelous, unlawfully threatening, or unlawfully harassing.
- 8.3.6 shall not contain pornography or otherwise be harmful to minors.
- 8.3.7 shall not contain any viruses or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.
- 8.3.8 shall not include illegal weapons or explosives; any illegal drugs or drug paraphernalia; and
- 8.3.9 shall not link directly or indirectly to or include descriptions of products or services:
 - 8.3.9.1 that are prohibited under these Terms and Conditions or are the fruits of such prohibited products or services, or
 - 8.3.9.2 to which Supplier does not have a right to link or include. Furthermore, Supplier may not post on the Web Site or sell through the Web Site any product or service that could cause NU to violate any applicable law, statute, ordinance, or regulation of any jurisdiction.
- 8.4 Supplier's Information will be used by NU. Supplier agrees that NU is not violating any rights Supplier might have in that information by NU's use thereof.

9. Links to Third Party Sites:

- 9.1 NU's Web Site may contain links to third-party websites that are not under the control or operation of NU. NU provides any such links only as a convenience and does not endorse and is not responsible for the contents of any linked site or any site linked to from a linked site.

10. Copyright:

- 10.1 The online bidding software is copyrighted and protected by United States copyright laws. IWT is the exclusive owner, authorized licensor, or licensee of any and all copyrights, trademarks, service marks, and any other intellectual property right in the software. Supplier may print and download portions of the materials contained on the Web Site for Supplier's non-commercial use provided Supplier

Site Usage Terms and Conditions for NU eBID (UNL eBID)

maintains the copyright notice and any other notices that appear on any such copies. Any other copying, redistribution, publication, or retransmission of any portion of the materials on the Web Site is strictly prohibited without the express written permission of IWT.

11. **CLICKING TO AGREE WITH THE TERMS AND CONDITIONS OF USE STATED ABOVE COMMITS YOU AND YOUR ORGANIZATION TO NU'S TERMS AND CONDITIONS FOR USE OF THE WEB SITE.**

BID TERMS AND CONDITIONS

The information contained in this section is a partial listing of standard terms commonly appearing in contracts awarded by University of Nebraska (NU). All proposals are subject to these terms, unless otherwise explicitly stated.

1. General:

The specifications, terms, and conditions set forth in this bid and any related award document shall be incorporated by reference, without Bidder exception, into any resulting contract between the University and the successful Bidder. Any additional or different terms proposed by the successful Bidder are not accepted, unless the same are expressly accepted in writing by NU. The contract may not be changed in any way except by an instrument in writing signed by both parties. The contract cancels and supersedes any prior understandings or agreements between the parties with respect to the subject matter hereof. Failure of any party to enforce its rights under the contract shall not constitute a waiver of such rights or of any other rights under the contract.

2. Termination for Cause:

NU may terminate the contract at any time if the successful Bidder fails to carry out its terms or fails to make substantial progress toward the fulfillment of those terms. In such an event, NU shall provide the successful Bidder with a thirty (30) day written notice of the terms in breach. If after such notice, the successful Bidder fails to remedy the breach within those 30 days, NU may immediately cancel the contract.

3. Contract Assignment:

Contracts granted pursuant to this bid shall not be transferred or assigned without prior written consent of NU.

4. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

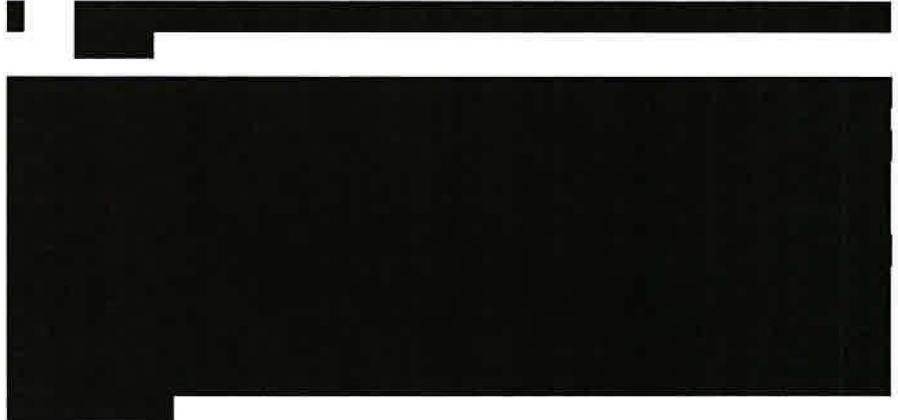
BID TERMS AND CONDITIONS

5. Governing Law; Venue:

The laws of the State of Nebraska shall govern any contract awarded to the successful Bidder. Any dispute arising under any contract awarded, which is not settled by agreement of the parties, shall be resolved in forums (except for applicable federal appellate courts) located in the State of Nebraska.

6. Force Majeure:

Neither party to the contract shall be liable to the other for damages for any delay in performance directly arising out of causes beyond its reasonable control and without its fault or negligence, including without limitation: (1) fire, flood or water damage, elements of nature or other acts of God, including any of the foregoing that are harmful to electronic circuitry; (2) outbreak or escalation of hostilities, war, riots, or civil disorders in any country; (3) act or omission of the other party or any governmental authority, (4) labor disputes (whether or not the employees' demands are reasonable or within the party's power to satisfy), (5) non-performance by a third party (including any voice or data telecommunications common carrier), (6) failures or fluctuations in telephone, computer or other telecommunications equipment or lines or other equipment, (7) the real, potential, or credible threat of terrorist activity, or (8) a health emergency (e.g. serious outbreak of contagious disease such as a influenza pandemic) which in the judgment of NU poses a serious threat to the public health. In the case of any such excusable delay, the non-performing party will be excused from performance of any affected obligation only for so long as the cause of the excusable delay prevails and such party continues to use commercially reasonable efforts to re-commence performance of its obligations as soon as possible; provided however, that the parties may mutually agree that such excusable delay is cause to cancel the contract in its entirety, in which case neither party shall be liable to the other for any further performance in relation obligations arising after cancellation.



8. Sexual Harassment:

BID TERMS AND CONDITIONS

State and federal law, as well as the policies of the Board of Regents of the University of Nebraska, prohibit sexual harassment of members of the NU community. Sexual harassment includes any unwelcome sexual advance, any request for a sexual favor, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive environment. NU contractors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of NU employees, students and other members of the NU community. The employer of any person who NU, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of any contract awarded hereunder to cause such person to be removed from the project site and from NU premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

9. Drug Free Workplace:

The successful Bidder agrees that in the performance of this contract, neither the Bidder nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the contract. NU reserves the right to request a copy of the Bidder's Drug Free Workplace Policy. The Bidder further agrees to insert a provision similar to this statement in all subcontracts or services required in response to this bid.

10. Weapons Policy:

Possession of dangerous weapons (concealed or unconcealed) on NU property, on the work site, in NU vehicles, or in personal vehicles when on NU property shall be a violation of NU policy. (A dangerous weapon shall include guns, knives, explosives, or any other device as determined by NU, which in the manner used or intended is capable of producing death or bodily injury. Devices authorized by the Vice Chancellor for Business and Finance and/or provided to its employees for the purpose of carrying out work responsibilities shall not be deemed dangerous weapons for the purpose of this policy.) Violations of this policy shall make the offender subject to appropriate disciplinary action. Should NU in its reasonable judgment determine that the Bidder or its employee or agent has committed an act in violation of this policy, the Bidder agrees as a term and condition of the contract awarded hereunder to cause such person and weapon to be removed from the project site and from NU premises and to take such other action as may be reasonably necessary to ensure compliance with this weapons policy.

11. Equal Opportunity in Procurement and Contracts:

Service Provider shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

BID TERMS AND CONDITIONS

Accordingly, the University of Nebraska reaffirms its policy of providing equal opportunity to small business enterprises and to minority, disadvantaged and women owned business enterprises in all aspects of the University of Nebraska's procurement and contracting activities. This includes procurement of contracts for operational supplies and equipment, construction projects and materials, service contracts and License agreements.

12. Proprietary Information: Confidential Employee Information: HIPAA: FERPA:

It is to be expected that the parties to the contract may find it necessary to reveal certain proprietary information to each other. The contract may, when proprietary information is exchanged, include certain provisions to mutually protect against the use and disclosure of the proprietary information of each party. In the unusual circumstance that the contract should result in the sharing of employee information protected by the law or University of Nebraska policy, information protected by the Health Insurance Portability and Accountability Act, information protected by the Family Educational Rights and Privacy Act of 1974, or any other information deemed confidential and protected by the law, the parties to the contract agree to maintain the confidentiality of such information to the extent and manner required by the law and University policy.

13. Subcontractors:

The successful Bidder shall not subcontract all or substantially all of any facet of the proposed goods or services without the prior written approval of NU. The successful Bidder shall be fully responsible for the acts and omissions of its subcontractors and of the persons directly or indirectly employed by them. Every subcontractor shall be bound by the terms of any contract awarded under this bid; provided however, that no contractual relationship shall exist between any subcontractor and NU, unless it is evidenced in a separate contract independent of the contract with the successful Bidder.

14. Legislative Funding Out Clause:

Notwithstanding any provision in the contract to the contrary, if the legislative body appropriating funds, does not allocate sufficient funds to allow NU to make any periodic payment agreed to in the contract for any future fiscal period, NU will not be obligated to pay the contract balance remaining at the time of the governmental funding short-fall.

15. Parking:

NU shall not be responsible for providing parking for successful Bidder's parking needs. The successful Bidder and/or its employees and agents will be solely responsible for any fines resulting from parking violations occurring on NU property. It is recommended that the successful Bidder and any temporary employees contact the Parking and Transit Services at Stadium Drive Parking Garage, Lincoln, Nebraska, phone (402) 472-1800 to obtain information regarding parking and to obtain permits.

16. Building Rules and Regulations: Tobacco Use:

Employees of the successful Bidder and any subcontractors shall comply with all NU rules and regulations pertaining to conduct in NU's facilities. NU reserves the right to request the removal

BID TERMS AND CONDITIONS

or replacement of any Bidder or subcontractor employee who fails to comply with such rules and regulations.

All buildings and University owned vehicles on the NU campus are tobacco-free. Use of tobacco products is not permitted inside any NU facility. The successful Bidder is expected to respect this tobacco-free policy and fully comply with it.

17. Use of Premises:

To the extent that any contract awarded requires the successful Bidder or its employees or agents to be present on or within NU's properties, then the Bidder shall limit its presence and activities to such areas as are reasonably necessary in order to perform under the contract. The successful Bidder shall take such precautions as are required to avoid damage to buildings, facilities, utilities, ground resources, trees and landscape amenities, and other properties adjacent to the Bidder's activities within the scope of the contract and agrees to be responsible and/or carry out any repairs for which it is liable, as a result of its performance under the contract.

18. Hazardous Waste:

Any hazardous waste that is generated from the performance of any contract awarded shall be properly disposed of by the successful Bidder in a timely fashion and in accordance with applicable hazardous waste laws and regulations. The cost for hazardous waste management and disposal is successful Bidder's responsibility. Should NU deem it prudent to dispose of any hazardous waste left on its property, as a result of the successful Bidder's failure to meet its responsibilities, all costs associated with such disposal shall be deducted from any amount yet to be paid to the Bidder and/or billed to the Bidder. University Environmental Health Services is to be notified of all hazardous waste issues.

Any non-hazardous waste generated in the performance of this contract must be disposed of off campus by the successful Bidder.

19. Delivery: F.O.B.: Shipping:

The successful Bidder shall bear all costs of transportation, packing, crating, delivery, installation, storage, and service under warranty for any goods or related services, delivered pursuant to the contract. The successful Bidder shall be responsible for and make delivery, including costs of delivery, cartage, temporary storage, off-loading costs, and insurance, F.O.B. destination as indicated in the Event Details tab. Unless otherwise specified, all shipments will utilize best commercial practices to insure safe arrival at the NU delivery point.

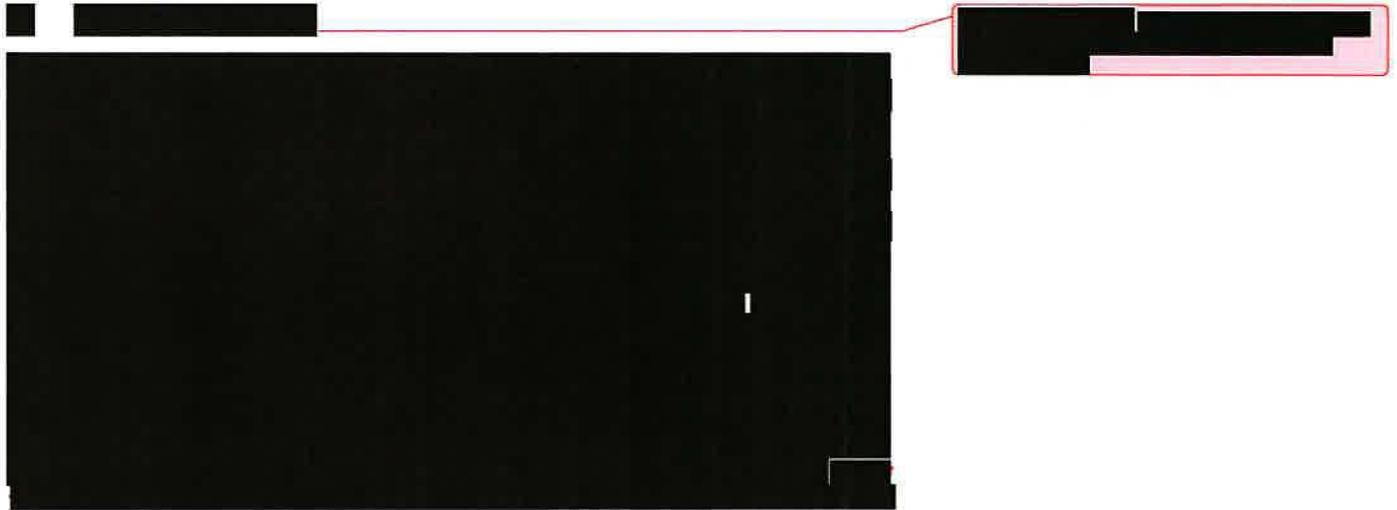
20. Quantity:

With respect to the quantity of any good purchased under the contract, NU need not accept any variation in quantity except as specified in the contract. Over-shipments may be returned to the Bidder at the Bidder's expense, which shall include a reasonable cost for NU handling, or may be retained by NU at no increase in price.

21. Inspection:

BID TERMS AND CONDITIONS

NU may, at any time in the course of the contract, inspect and test materials and supplies being used in the performance of the contract. [REDACTED] If inspection and tests are made on contractor's premises, successful Bidder without additional charge, shall provide reasonable facilities and assistance for the safety and convenience of the testing/inspection personnel. Except as otherwise agreed in writing, all goods, equipment and supplies furnished under the contract shall be subject to final inspection and acceptance by NU at the delivery destination.



23. Liens:

Successful Bidder warrants that it has title to any goods delivered under the contract and shall deliver same free of all liens, claims, and encumbrances.

24. Federal, State and Local Sales Taxes; Federal Excise Taxes:

Purchases made by the University of Nebraska are exempt from the payment of State Sales and Use Taxes and Federal Excise Taxes. Certification of these exemptions will be provided to the successful Bidder upon request.

25. Ambiguities:

Should the successful Bidder perceive an ambiguity in the contract, the successful Bidder shall request an interpretation from NU before proceeding. If a successful Bidder fails to make such a request, failure to perform with respect to the alleged ambiguity shall not be excused.

26. Recycling Policy:

BID TERMS AND CONDITIONS

When purchasing products, materials, or supplies for use, the University, when making such purchases shall actively pursue the purchase of products, materials, or supplies which are manufactured or produced with at least 10% post-consumer recycled materials. This policy shall not operate when it would result in the purchase of products, materials, or supplies that are of inadequate quality, not readily available or substantially higher in cost. It is the intent of the University to continually increase the percentage produced from post-consumer recycled material, and, to increase each year the types and variety of products, materials, or supplies purchased with post-consumer recycled material.

27. Successful Bidder Identification:

The successful Bidder shall cause each of its employees or any person acting on behalf of the successful Bidder, while providing goods/services to the University under the contract and working on University property, to carry identification, with photo, showing that the individual is an employee or person acting on behalf of the successful Bidder. A badge worn outside of clothing is appropriate for this purpose. Such identification shall be produced upon request of any University representative, in order to confirm that the successful Bidder's representative is authorized to be present on University property and/or performing as authorized by the contract. Whereas campus security is of utmost importance, failure of any successful Bidder representative to produce the requisite identification upon request, shall be a material breach of the contract and shall be cause, at the discretion of the University, for immediate termination of the contract. For those who commonly wear a work uniform, such uniform shall be worn while providing the services related to the contract in order that the University may quickly and clearly identify successful Bidder's service representatives when necessary. A uniform, however, does not take the place of a photo identification badge.

28. Legal Relationship:

The successful Bidder shall under no circumstances be considered as an agent or employee of the University and shall have no right or authority to, in any manner, obligate the University to any person or company except as authorized in writing by the University.

■ [REDACTED]

[REDACTED]

30. Improper Business Relationships and Conflict of Interest Prohibited:

In connection with this bid, each Bidder shall ensure that no improper, unethical, or illegal relationships, or conflict of interest exists between or among the Bidders, the University and any staff and faculty, and any other party to this bid. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not Bidder disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

BID TERMS AND CONDITIONS

31. Electronic and Information Technology Accessibility:

All electronic and information technology procurements, agreements, and contracts shall comply with Americans with Disabilities, Section 508 or the Rehabilitation Act of 1998 as amended and the Nebraska Accessibility Policy to be found at: http://www.nitc.state.ne.us/standards/accessibility/accessibility_standards.pdf.

32. LB403 Compliance:

The successful Bidder, on behalf of itself and any subcontractor to the Contract agrees that it shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska pursuant to Neb. Rev. Stat. 4-108 to 4-114 as amended.

33. Equal Opportunity Clause Certification of Non-Segregated Facilities, Executive Order 11246:

This will be provided and shall be executed by the successful Bidder upon notice of award.



35. Debarment:

Each Bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction (contract), by any governmental department or agency. If the Bidder cannot certify this statement, such Bidder must submit a written explanation for review by NU.

36. Qualified to Do Business in Nebraska:

Each Bidder certifies that they are qualified to do business in Nebraska (<http://www.sos.ne.gov> or contact Nebraska Secretary of State, Corporations Division, State Capital 1301, Lincoln NE 68509 phone 402- 471-2554 or fax 402-471-3666). If the bidder cannot validate they are certified to do business in Nebraska they must submit a written explanation. A bidder shall be solely responsible for providing the defense to any challenge regarding their qualification to do business in the State of Nebraska.

37. LB429 Compliance:

BID TERMS AND CONDITIONS

Pursuant to Nebraska's Taxpayer Transparency Act (Neb. Rev. Stat. §84-602.01, as may be amended), as of July 1, 2014, the University of Nebraska is required to provide the Nebraska Department of Administrative Services with a copy of each contract that is a basis for an expenditure of state funds, including any documents incorporated by reference in the contract. Copies of all such contracts and documents are published by the Nebraska Department of Administrative Services at www.nebraskaspending.gov. It shall be the sole responsibility of the Contractor to notify the University of any redactions to such contracts and documents under Neb. Rev. Stat. 84-712.05(3) prior to contract execution.



FIRE PROTECTION ACCEPTANCE AGREEMENT

Location No. _____
 Contract No. _____
 Customer No. _____

Participating OMNIA Member: _____ Date _____
 Phone _____
 Address _____ City _____ State _____ Zip _____

FIRE PROTECTION PRICING:

Item #	Description	Unit Price

- This Fire Protection Acceptance Agreement (this "Agreement") is effective as of this date from to _____, with a minimum term of 12 months. The length of this Agreement will commence with the actual start of services, regardless of the start date of the OMNIA Vendor Agreement executed between Cintas Corporation and University of Nebraska Master Agreement (the "Master Agreement"). In the event of any conflict between this Agreement and the Master Agreement, the Master Agreement shall prevail, except to the extent this Agreement specifically provides that it is superseding a provision in the Master Agreement. Any negotiations of price, terms or discounts must be approved by OMNIA for the Master Agreement. Any such changes shall take effect on the anniversary date of the Master Agreement.
- This Agreement covers the following locations:

Location Name	Address	City	State	Zip	Phone	Contact Name

- This Agreement covers the following inspection, testing, maintenance services and new equipment (check all that apply):

Item	Yes or No	Frequency
Portable Fire Extinguishers		
Exit and Emergency Lighting		
Fire Sprinkler Systems		
Fire Alarm Systems		
Kitchen Suppression Systems		
Backflow Prevention Devices		
Special Hazard Systems		
Fire Training		

Cintas Loc. No: _____ CUSTOMER: Please Sign Name _____
 By: _____ Please Print Name _____
 Title: _____ Please Print Title _____
 Accepted-GM: _____ Email _____

Supplier General Service Terms Section

1. **Customer Obligations:** Customer shall make its premises and facilities available to Company for the performance by Company of the Services. If Customer cancels a scheduled service appointment without providing prior notice or if Company is prevented from performing any Services upon arrival by Customer or conditions at the location, then Company may charge a cancellation fee or trip charge.
2. **Equipment Exchange:** Customer hereby agrees that in servicing Customer's portable fire extinguishers, Company may exchange Customer's portable fire extinguishers for Company's portable fire extinguishers of similar kind and quality. Customer further acknowledges and agrees that upon completion of such exchange that all right, title and interest in the Customer's portable fire extinguishers so exchanged will belong to Company and all right, title and interest in Company's portable fire extinguishers so exchanged will belong to Customer.

SAMPLE



Facilities Solutions Cooperative Acceptance Agreement

Date _____
Location No. _____
Contract No. _____
Customer No. _____

CC #13779 - Agreement #210926207

GPO CC #13779 - GPO Agreement #210925701

Customer/Participating Agency _____

Address _____ City _____ State _____ Zip _____
Phone _____

UNIFORM PRODUCT RENTAL PRICING:

Table with 3 columns: Item #, Description, Unit Price. Large 'SAMPLE' watermark is overlaid on the table.

This Agreement is effective as of the date of execution for a term of 60 months from the date of installation

- Standard Name Emblem \$ _____ ea
Custom Agency Emblem \$ _____ ea
Uniform Advantage: Item _____ \$ _____ Ea. per week
Premium Uniform Advantage Item _____ \$ _____ Ea. per week
Emblem Advantage: Item _____ \$ _____ Ea. per week
Prep Advantage: Item _____ \$ _____ Ea. per week
Minimum Charge \$35.00 per delivery or 50% of initial invoice (the greater of the two).
Make-Up charge \$ _____ per garment.
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ _____ per garment.
Seasonal Sleeve Change \$ _____ per garment.
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
Artwork Charge for Logo Mat \$ _____
Payment Terms Net 30

- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples" or Cintas TruFit. A charge of \$ _____ per garment will be assessed for employee's size changed within 4 weeks of installation.
Other

FACILITY SERVICES PRODUCTS PRICING:

Table with 5 columns: Item #, Description, Rental Freq., Inventory, Unit Price

- Automatic Lost Replacement Charge: Item _____ % of Inventory _____ \$ _____ Ea.
- Automatic Lost Replacement Charge: Item _____ % of Inventory _____ \$ _____ Ea.

____/____/____ _____
Date Initial and check box if Unilease. All Garments will be cleaned by customer

____/____/____ _____
Date Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control customer.

____/____/____ _____
Date Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this Agreement for any reason or fails to renew this Agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values. (See term #4 below).

SAMPLE

Omnia Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the OMNIA Vendor Agreement executed between Cintas Corporation and University of Nebraska (the "Master Agreement") to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>.
3. In the event of any conflict between this Facilities Solutions Cooperative Acceptance Agreement (this "Agreement") and the Master Agreement, the Master Agreement shall prevail, except to the extent this Agreement specifically provides that it is superseding a provision in the Master Agreement.

Supplier General Service Terms Section

4. **Prices** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services on the Master Agreement and / or outlined above. There will be a minimum charge of thirty-five dollars (\$35.00) or 50% of initial invoice (whichever is greater) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
5. **Buyback of Non-Standard Garments (if applicable)** Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under Garment Description in Exhibit Buyback of Non-Standard Garments (if applicable). In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
6. **Garments' Lack of Flame Retardant or Acid Resistant Features** Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
7. **Logo Mats** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mat, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination, all remaining Logo Mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
8. **Adding Employees** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on the Master Agreement and / or outlined above. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
9. **Emblem Guarantee** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on the Master Agreement and / or outlined above of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on the Master Agreement and / or outlined above.
11. **Terminating Employees** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. **Replacement** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. **Indemnification** To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. **Additional Customer Locations.** Notwithstanding anything to the contrary contained herein, there will be a minimum term equal to the greater of thirty-six (36) months or the remainder of the term for any individual Customer location added after the date of this Agreement.
15. **Additional Items:** Additional customer employees, products and services may be added to this Agreement and shall automatically

become a part of and subject to the terms hereof and all of its provisions. If this Agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this Agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:

- If this Agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 52 weeks of rental service.
- If this Agreement is cancelled for convenience in months thirteen (13) through twenty-four (24) of the term, Customer shall pay as termination charges equal to thirty-nine (39) weeks of rental service.
- If this Agreement is cancelled for convenience in months twenty-five (25) through thirty-six (36) of the term, Customer shall pay as termination charges equal to twenty-six (26) weeks of rental service.
- If this Agreement is cancelled for convenience after forty-eight (48) months of service, Customer shall pay as termination charges of thirteen (13) weeks of rental service.
- Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

CUSTOMER:

Cintas Loc. No: _____ Please Sign Name _____

By: _____ Please Print Name _____

Title: _____ Please Print Title _____

Accepted-GM: _____ Email _____

SAMPLE