



# Introduction

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# A WORD FROM OUR CEO



**It's now clearer than ever that the fundamentals of sustainability – taking care of our planet, people and prosperity – help provide a solid foundation to be able to act during these unprecedented times.**

The past year has been challenging. COVID-19 forced all of us to change how we approach work and daily life; the racial inequality that exists in our country remains deeply concerning; and climate change is growing in urgency.

Our 5C Culture continues to guide us in everything that we do, focusing on Customer, Commitment, Change, Caring and Creativity.

The ODP Corporation has strived to be at the forefront of Sustainability since 2004, with a variety of programs and initiatives in place to support our commitment to be a responsible corporation and help our suppliers and customers do the same. Our environmental initiatives, including our proprietary GreenerOffice™ Rating System, GreenerOffice™ Delivery Service, Greener Purchasing Program, chemical and paper policies, among others, help limit waste, conserve energy, promote recycling and minimize the use of harmful chemicals.

In 2020, we achieved an **11% reduction in greenhouse gas (GHG) emissions** from 2019 and supported the resiliency of our coastline community by **planting over 12,000 sea oats** in Broward County, Florida. I'm also proud to close out our 2018 public-facing sustainability goals by exceeding our

targets. We achieved a **44% (kWh) facilities' energy consumption reduction** between 2016 and 2020, exceeding our 10% energy reduction goal. Part of this achievement was due to the temporary closure of some of our offices, including our Corporate Headquarters, as well as a temporary reduction in retail location hours due to the COVID-19 pandemic. We also achieved an **18% increase in miles per gallon** in our private fleet between 2018 and 2020, exceeding our 15% fuel efficiency goal. We will set new baselines this year with meaningful goals in regard to our continued commitment to decreasing the company's environmental impact and supporting the health of our planet.

Our associates play a vital role in serving our communities and our customers – and our diverse perspectives, ideas, and experiences are what drive our success. I'm saddened by the senseless events that have highlighted the racial inequality that still exists in our country. This is unacceptable and we at The ODP Corporation need to be part of this necessary change. We support all of our associates with the respect, unity and equality that we all deserve. We're a company with zero tolerance for racism, discrimination, hate, insensitive behavior or violence of any kind. Our Associate Resource



Groups (ARGs) are of the utmost importance and help us to enhance and improve our diversity and inclusion programs across all areas of our organization. I've held several companywide Town Halls and conversations with our ARG members to listen and learn about associate concerns, as well as their ideas to help move us forward. I plan to continue these conversations throughout 2021 and beyond.

Additionally, we developed and launched Elevate Together™ powered by Round It Up America®, a nonprofit initiative designed to help **accelerate the creation, growth and prosperity of Black and Hispanic-owned small businesses**. I strongly believe that in a society where the playing field is level, Black and Hispanic small businesses will play a vital role in driving the health of our economy and creating long-term wealth across North America. With support from our associates, customers, community partners and other like-minded corporations, we hope to continue to foster new opportunities for minority-owned small businesses, to help them prosper and get the resources they need to better compete in today's marketplace.

Our caring associate volunteers also participated in back-to-school donation events, holiday toy drives,

food drives and mentorship opportunities to help children, families and schools across the country.

And, thanks to the incredible commitment of our dedicated associates, our stores and online operations remained open throughout 2020. We were able to quickly pivot to provide new options for our customers to continue to receive products through same-day delivery or curbside pickup, as well as offer more robust "work from anywhere" solutions. Additionally, our Business Solutions Division (BSD) associates helped small, medium and enterprise business customers maintain business continuity by offering solutions to address distributed workforces, social distancing measures and enhanced cleaning practices.

While we will still face the urgent challenges of the pandemic, racial inequality and climate change, The ODP Corporation is committed to forging ahead, helping maintain a safer and healthier workplace for our associates and helping our local communities, businesses and schools have what they need to be productive and successful.

**Gerry Smith**  
CEO, The ODP Corporation

to Feeding  
America®

\$1.5M

**Our #depotdifference community investment program supported our communities through these challenging times in new and innovative ways.**



**\$3.5M**

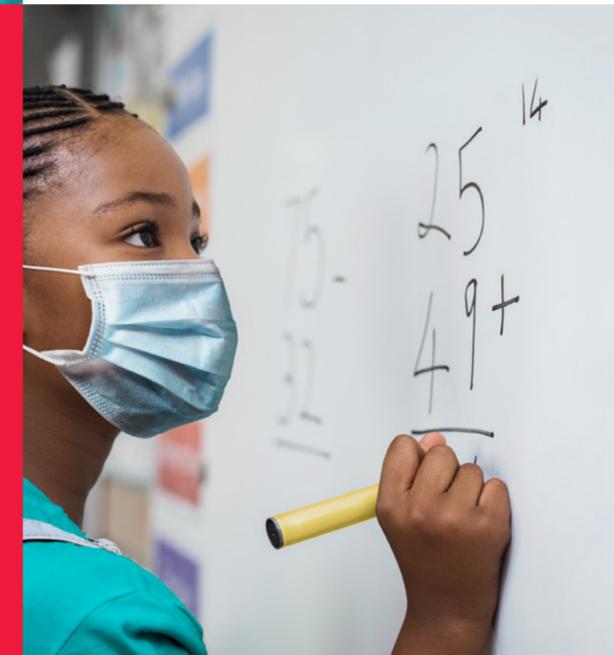
**WORTH OF  
EDUCATIONAL  
SUPPLIES**

to students, teachers and Title I schools across the country through our **Start Proud!**® initiative.

**\$200K**

**TO SELECT  
BOYS & GIRLS CLUBS**

across the country as well as other youth-focused non-profit organizations to help fund programs designed to keep underserved children and teens learning and engaged.



# RESILIENCE DURING THE COVID-19 PANDEMIC



**When the pandemic hit, our immediate concerns shifted to the well-being of our associates and maintaining business operations.**

## A Focus on Well-being

In March 2020, we created a reporting and escalation process for COVID-19 related circumstances to support our teams during a rapidly evolving situation.

Our teams monitored ongoing guidance from the Centers for Disease Control and consulted with public health experts to develop appropriate processes with a focus on our associates' health and well-being. We also monitored ongoing local, state and federal regulations to incorporate appropriate requirements in our processes, and worked with local Health Departments, as appropriate/requested, in relation to COVID-19 related notifications. We developed detailed situational guidance to employ a consistent approach regarding escalations of positive diagnoses as well as

potential exposure. We also built training for associates on the various protocols we put into place.

Company locations were stocked to provide associates with cleaning supplies, face coverings and hand sanitizer. Hand sanitizer was also provided to customer-facing BSD Representatives and CompuCom Technicians. Retail operations swiftly converted to **curbside pickup in just 48 hours**, and we shifted all office-based associates to **work from home** in order to support curbing the spread of COVID-19. We adapted our policies to allow associates more flexibility in responding to various pandemic-related circumstances, such as childcare issues due to school closures, challenges with public transportation due



to restrictions or shutdowns, or concerns with working due to the associate or a member of the household being in a high-risk category. As the situation unfolded, we responded rapidly to put enhanced safety measures in place and to work with associates on time needed for general concerns related to COVID-19. International travel was banned immediately, and domestic travel was limited to only essential business purposes.

Office Depot launched regular associate well-being check-ins, and Grand & Toy launched bi-weekly wellness newsletters with a focus on the health and well-being of associates.

CompuCom also issued crisis communications to reinforce safety protocols for associates, and moved 3,400+ associates to fully remote operations within 10 days to address their safety. **Work from Anywhere** solutions were developed to offer residential onsite support, walk-in support and remote remediation to customers.

Finally, we established a designated team to support uniform assessment and measures for COVID-19 related situations, including precautionary quarantines, isolation periods, consideration of additional cleaning after a positive notification, contact tracing and associates' return to work.

Return to Work Task Force



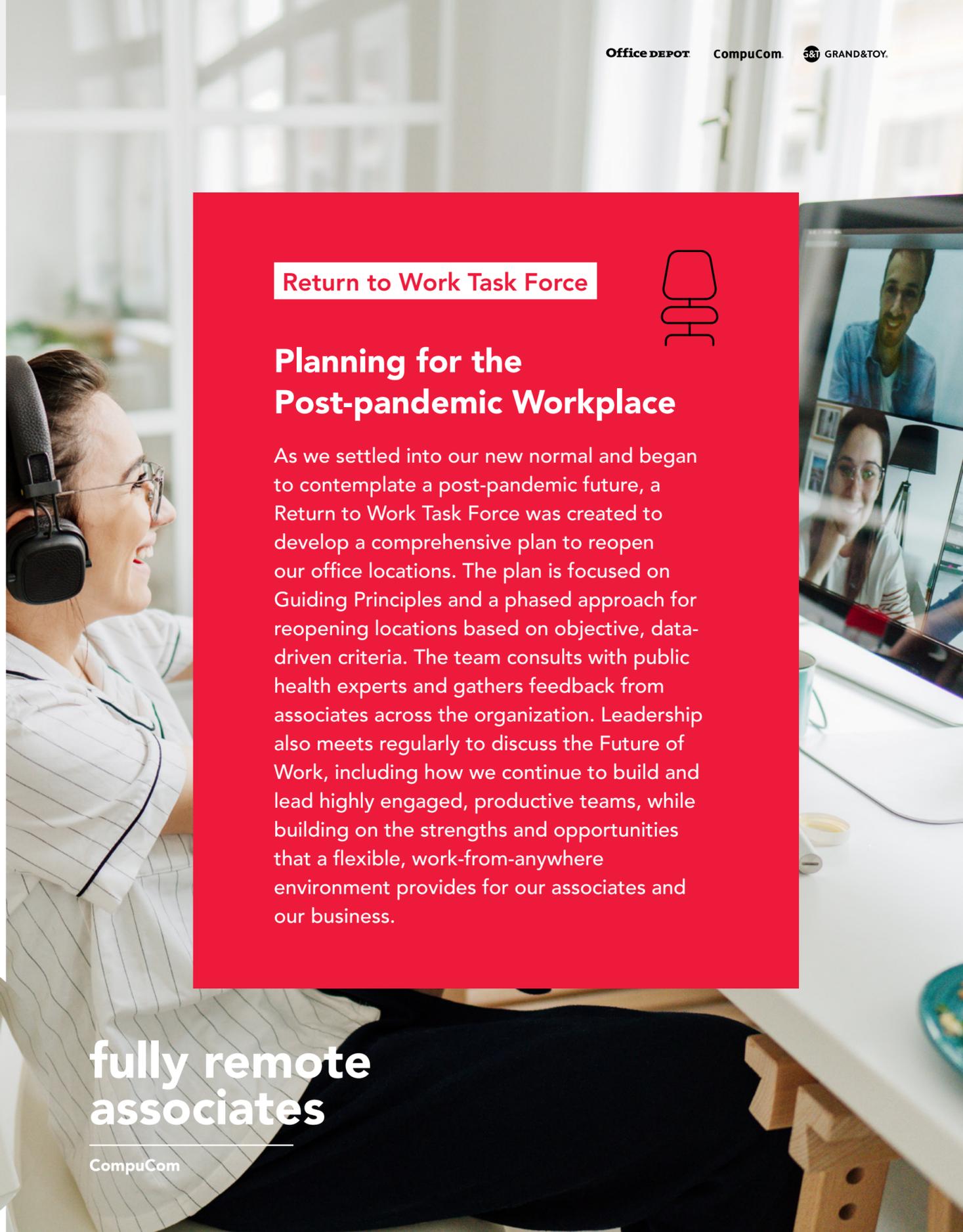
### Planning for the Post-pandemic Workplace

As we settled into our new normal and began to contemplate a post-pandemic future, a Return to Work Task Force was created to develop a comprehensive plan to reopen our office locations. The plan is focused on Guiding Principles and a phased approach for reopening locations based on objective, data-driven criteria. The team consults with public health experts and gathers feedback from associates across the organization. Leadership also meets regularly to discuss the Future of Work, including how we continue to build and lead highly engaged, productive teams, while building on the strengths and opportunities that a flexible, work-from-anywhere environment provides for our associates and our business.

# 3,400

fully remote associates

CompuCom



# 2020 SUSTAINABILITY HIGHLIGHTS

## FACILITY ENERGY CONSUMPTION

GOAL

**10%**

DECREASE  
in facility energy  
consumption by 2021



EXCEEDED

**44%**

DECREASE  
in facility energy  
consumption since 2016

## MPG IN PRIVATE FLEET

GOAL

**15%**

INCREASE  
in mpg in private fleet  
by 2021



EXCEEDED

**18%**

INCREASE  
in mpg in private  
fleet since 2018



## CUBE UTILIZATION

GOAL

**10%**

IMPROVEMENT  
in cube utilization by 2021



EXCEEDED

**14%**

IMPROVEMENT  
in cube utilization since 2018

**GHG  
EMISSIONS**

**11%** REDUCTION in GHG emissions  
(MT CO<sub>2</sub>e) since 2019

## COVID-19 RELIEF

**\$10M**

WORTH OF IN-KIND PRODUCTS  
donated to community organizations



**\$2M+**

DONATED TOWARDS  
COVID-19 RELIEF  
Including contributions to Feeding  
America, the Canadian Red Cross  
and Foodbanks Canada.

Office Depot  
Grand & Toy

**\$15K**

WORTH OF PPE  
donated to support healthcare  
and community workers at the  
frontline

Grand & Toy

## COMMUNITY INVESTMENT

**560**

COMMUNITY PARTNERS  
up from 125 in 2019

**610**

COMMUNITY PROJECTS  
up from 100 in 2019



## SUPPORTING SCHOOLS

**\$3.5M+**

IN EDUCATIONAL  
SUPPLIES  
donated through Start Proud!

**18,000**

FULLY STOCKED  
BACKPACKS



**\$500,000**

FUNDED  
to MLK Day Donation  
Drive and Essay Contest

**\$200,000**

GRANT PROGRAM  
Slowing the Summer  
Slide

## SUPPLIERS

**\$270M+**

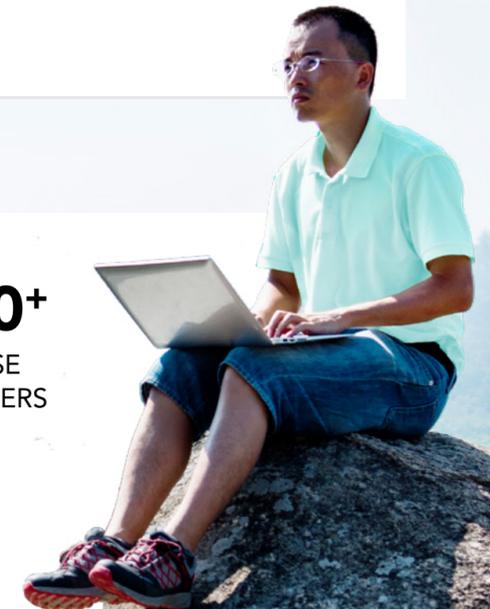
SPEND AND SALES  
with diverse businesses

**300+**

DIVERSE  
SUPPLIERS

**1,700+**

FEATURED ITEMS



# Governance & Ethics

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# GOVERNANCE

We recognize the increasing importance of sustainability and aim to integrate sustainability into our business strategies, products, services, thought leadership and operations. The oversight, management and implementation of the Company's sustainability efforts are structured to allow integration with our governance framework.

In 2020, the Corporate Governance & Nominating Committee formally adopted responsibility for the oversight of The ODP Corporation's sustainability strategy and programs, focusing on conducting business in a way that preserves the environment for future generations and provides a safer and healthier working environment for all associates. Our Compensation and Talent Committee oversees the Company's strategies and policies related

to human capital development matters, including diversity and inclusion, pay equity, recruiting, retention, training and development, and workplace environment and safety consistent with the Company's culture and strategy.

Our Sustainability Governance Council consists of company leaders representing key departments across the organization. The Council implements and supports the company's vision and mission by identifying the sustainability issues most critical to our business and stakeholders, recommending initiatives to advance the Company's public-facing goals and identifying metrics for measuring and reporting progress. This year, the Sustainability Operating Committee was created to further operationalize and execute on these initiatives.

**Focusing on conducting business in a way that preserves the environment for future generations and provides a safer and healthier working environment for all associates.**



# ETHICS & CULTURE

Across our organization, our 5C Culture continues to drive what we do on a daily basis and guides our company's strategic direction. In 2020, our **5C Culture** shined brighter than ever as our nimble approach helped us stay productive, support our customers and communities and keep our associates employed.



## Code of Ethical Behavior

The ODP Corporation Code of Ethical Behavior guides expectations of how we should act towards one another as well as maintaining compliance with the laws that govern our business. It is the foundation upon which our related policies, trainings and ethical decisions are established. All Company associates are expected to comply with our Code of Ethics.

[CODE OF ETHICAL BEHAVIOR →](#)

# 5CS



### Customer

We relentlessly focus on serving our customers to ensure their success.



### Commitment

We do what we say we will do with transparency and integrity.



### Creativity

We are innovators, disrupting to deliver new ways of doing business that drive sustainable, profitable growth.



### Caring

We challenge ourselves to be our best, treating each other, our customers and communities as we want to be treated.



### Change

We seek and embrace change in the pursuit of excellence.

# SUPPLY CHAIN

Country and state government sanctioned shutdowns, travel and visitor restrictions and factory closings restricted us from conducting "onsite" Social Compliance and CTPAT security audits. As a result, a Virtual Social Compliance audit program was implemented to enforce factory compliance in low-risk countries.

Additionally, we increased collaboration efforts with our suppliers and expanded our existing Certification and Collaboration program in a continued effort to reduce audit fatigue. By increasing our acceptance of valid/current certifications and shared audit reports, we saw an increase in certification waivers for compliant factories.

[SOCIAL COMPLIANCE →](#)



# 250

FACTORIES  
at YE2020

**65%**  
163 AUDITED  
by an independent  
3<sup>rd</sup> party audit provider

**83%**  
SATISFACTORY  
**17%**  
NEEDS  
IMPROVEMENT

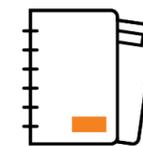
**35%**  
87 APPROVED  
Certification, Collaboration  
or Shared Audit waivers

# 5%

IMPROVEMENT  
in factory performance  
since 2019

Factory performance improvement is attributed to the implementation of a more stringent corrective action program. We actively train and work directly with our suppliers to identify and address the root cause of all violations detected during factory audits. Read about our compliance, audit process and training programs related to the California Transparency in Supply Chains Act.

[SUPPLY CHAINS ACT →](#)



**231**  
SOCIAL COMPLIANCE  
AUDITS

**132**  
CTPAT  
SECURITY  
AUDITS

**73%**  
PREFERRED  
**23%**  
SUBJECT TO IMPROVE  
**4%**  
NEEDS IMPROVEMENT



**100%**  
OF FACTORIES  
(Direct Import and Private  
Brand) are compliant

**81%**  
OF FACTORIES  
still active as of YE2020 sustained results  
following the completion of the Continuous  
Improvement Program

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# OPERATIONS

The global urgency of tackling climate change increased in 2020 as its impacts and inequities were made more apparent by the rise of COVID-19. For The ODP Corporation, this has driven home how the impacts of climate change can affect our safety and livelihoods – and is a solid reminder of why our work creating sustainability programs and initiatives that support resiliency into the future is so important.



## Restoring Coastal Ecosystems

In partnership with Community Investment and Youth Environmental Alliance (YEA!), nearly 100 volunteers came out to restore a portion of Florida’s coastline by planting over 12,000 sea oats, a native dune species that helps reduce erosion and tame storm surges.

# 100

VOLUNTEERS

planted

## 12,000+

SEA OATS



## Safer Chemical Management

As part of our commitment to supporting environmental stewardship and helping our customers do the same, we expanded our Chemicals Management Policy and published our Beyond Restricted Substances List (BRS�) for the first time in 2020. We will evaluate and increase the chemicals listed on our BRS� by up to 20% in 2021.

[CHEMICALS MANAGEMENT POLICY →](#)



## Strategic Vendor Partnerships

We worked with strategic partners to improve the functionality of programs, update reporting tools and sales sheets, strengthen our business relationships and promote sustainability programs as key differentiators.

## 2020 Sustainability Summit

We held our second annual Sustainability Summit in 2020 to strategize and create a joint roadmap that will allow our programs to grow and be more impactful.

### Office DEPOT

Office Depot established a new **Sustainability Operating Committee** to execute tactical initiatives alongside the well-established **Sustainability Governance Council**. At our corporate office, we incorporated training on our sustainability programs during the onboarding for new associates, creating and promoting a culture of sustainability from the start.

### CompuCom

At CompuCom, a new sustainability program governance model was implemented – consisting of a **Sustainability Operating Council, Governance Council, and a Lead** – to accelerate progress and drive accountability. For associates, we developed a sustainability page with links to our report, podcasts and other sustainability materials, and created a sustainability training program where associates can learn about the triple bottom line and earn sustainability badges.

### G&T GRAND&TOY

Grand & Toy shaped a culture of sharing through **campaigns** related to social sustainability and wellness, and **pulse surveys** to capture challenges and opportunities. We updated our Corporate Sustainability landing pages, improved the quality of resources available to associates and established new processes for associate onboarding. Finally, we continued to make positive connections with customers by showing transparency and credibility in compliance and GHG reporting.

## Procurement Partner Sustainability Award



The University of Notre Dame recognized Office Depot with a Procurement Partner Sustainability Award for commitment, leadership and innovation in creating more sustainable business operations and products.

# grow impact



## Energy & Emissions

We have made great strides since 2016 by retrofitting our lighting system with LEDs, replacing inefficient systems and integrating an Environmental Management System that helps us run our facilities efficiently. However, in 2020, our reduction in facility emissions came largely from the impacts of COVID-19. The shift to remote work meant many of our buildings were closed for months, and while these facilities were not consuming energy, much of it was simply relocated outside of our control.



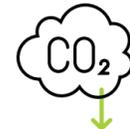
**11%**  
REDUCTION  
in GHG emissions  
(MT CO<sub>2</sub>e) since 2019

11% Office Depot  
16% Grand & Toy



**13%**  
DECREASE  
in energy consumption  
(kWh) since 2019

13% Office Depot  
14% Grand & Toy



**367.5**  
TONNES REDUCTION  
in CO<sub>2</sub> emissions  
from daily commutes

Grand & Toy

**1,632,000** GJ total energy consumed

## goals



### GOAL

### PROGRESS

**10%**  
DECREASE  
in facility energy  
consumption by 2021

**44%**  
DECREASE  
in facility energy  
consumption since 2016

✓  
exceeded  
in 2019

**15%**  
INCREASE  
in mpg in private fleet  
by 2021

**18%**  
INCREASE  
in mpg in private  
fleet since 2018

✓  
exceeded  
in 2020

**10%**  
IMPROVEMENT  
in cube utilization by 2021

**14%**  
IMPROVEMENT  
in cube utilization  
since 2018

✓  
exceeded  
in 2020

## Waste Management

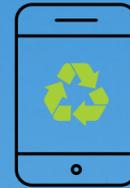
Grand & Toy's recycling program prioritizes appropriate waste allocation through our internal waste education programs with clear and effective signage, and by partnering with our waste provider to help identify opportunities for more efficient and cost-effective practices that ultimately impact our waste diversion numbers – as well as our bottom line.

# \$7.7M

## from resold devices

keeping quality devices in use

CompuCom



# 15,365

MT WASTE DIVERTED  
from landfill

15,250MT Office Depot  
115MT Grand & Toy



# 40%

DIVERSION RATE  
from landfill

40% Office Depot  
84% Grand & Toy

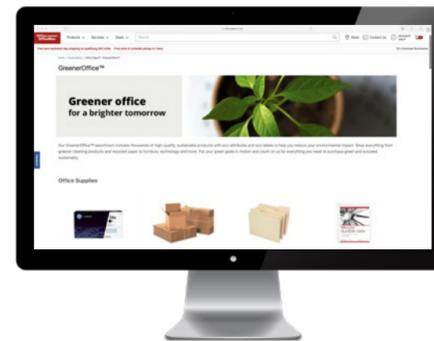


# CUSTOMER SOLUTIONS

## Greener Products

Office Depot continues to place a heavy focus on greener product procurement and sales. Our GreenerOffice™ assortment makes it easy for customers to choose products that reduce their environmental impact and meet their own sustainability goals, and all our sales associates have been educated on how to help customers reduce their environmental impact through procurement. To celebrate customers who demonstrate their commitment to greener purchasing, we hold an awards ceremony each year to reward businesses for their environmentally conscious choices.

### GreenerOffice™ assortment



[VIEW PRODUCTS →](#)

### What makes a product greener?



[GREENER PRODUCT GUIDE →](#)



**32%**  
TOTAL SALES  
were greener products

31% Office Depot  
32% Grand & Toy



**1.45B**  
IN SALES  
from products with  
an ecolabel

Office Depot



**43**  
CUSTOMERS  
awarded with Leadership  
in Greener Purchasing  
Awards

19 Office Depot  
13 Grand & Toy  
11 CompuCom



greener  
products

Office Depot & Grand & Toy

## Live Green

As part of our efforts to help customers reduce their own environmental impact, CompuCom continues to focus on digital innovation as a method of driving both efficiency and sustainability. In 2020, we released two new services:

### L2 Remote Resolution

Designed to increase service desk efficiency and technical support, L2 Remote Resolution reduces the need for onsite support (along with greenhouse gas emissions) by providing technical knowledge, elevated access and the ability to work on high complexity incidents and requests remotely.



### Endpoint Health

Designed to enhance remote remediation and elevate end user support by preventing service issues before they happen, this cloud-based service offers real-time insights and analytics into device health and performance. Endpoint Health can improve device longevity through scheduled maintenance, and can be used to refine procurement recommendations, reducing both e-waste and unnecessary device purchases.

## Tech Recycling

In 2020, CompuCom was awarded a Class D Permit in our Paulsboro, NJ facility. This permit enforces CompuCom's emphasis on sustainability for our Paulsboro Advanced Configuration facility and improves our e-waste recycling capabilities. We also developed a new customer portal to improve the customer experience and streamline pick up requests for IT Asset Disposition.

## Ink & Toner Recycling

Office Depot offers ink and toner cartridge recycling solutions for both retail and Business Services Division customers.



# 5.6M

CARTRIDGES  
recycled for customers

that is

# 1,200MT

RECYCLED  
for customers

# 6.2M

## lbs bulk e-waste recycled for customers

4.3M Office Depot

1.9M CompuCom



# People

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# DIVERSITY & INCLUSION

The events of 2020 brought into sharp focus the depth of racism and racial inequality across the country. Motivated to accelerate our D&I efforts across our organization and take a deeper look at our processes, we have continued our multi-year journey to drive awareness, build competence and create measurable outcomes that will support and strengthen our inclusive culture.

Our 2020 efforts focused on building awareness of our Associate Resource Groups and increasing opportunities for associates to discuss diversity and inclusion with senior leadership. Gerry Smith, CEO, held a companywide Town Hall to discuss

Diversity & Inclusion, and issued a letter to associates regarding racial inequality and the steps we're taking to drive change at our company and in our communities. Leadership was provided with D&I toolkits to help build a culture of inclusion and carry transparent dialogue with their teams, and we're reviewing our programs, practices and processes to ensure they are inclusive and address unconscious bias.

CompuCom appointed a new D&I Lead to accelerate the sentiment of authentic care, and launched the Jump In series to celebrate and raise awareness on monthly diversity and inclusion topics with themed speakers, events and promotions.

Diversity and inclusion are intrinsic to our 5C Culture and contribute to the company's success. In alignment with our 5Cs, The ODP Corporation:

## Employs a diverse workforce

that reflects the communities in which the company does business.

## Offers equal opportunities

for advancement and encourages all associates to develop to their full potential.

## Embraces new perspectives

and ideas and respects individual differences.

## Does not tolerate

harassment of any kind.



3-YEAR

# Diversity & Inclusion Roadmap



## Board Diversity

While we do not have a specific diversity policy for our Board, our Corporate Governance Guidelines seek to select Directors who reflect a diverse set of skills, backgrounds, perspectives and experiences. We are proud to have a highly diverse Board, with Directors representing a variety of genders, ethnicities, and experiences, as well as diverse and complimentary business, leadership, and financial expertise.

**4** out of **10** DIRECTORS are ethnically diverse

**4** out of **10** DIRECTORS are women

## Workforce Diversity\*

Office DEPOT			
MANAGEMENT		EMPLOYEES	
<b>34%</b> FEMALE	<b>66%</b> MALE	<b>41%</b> FEMALE	<b>59%</b> MALE
<b>70%</b> WHITE	<b>12%</b> HISPANIC/LATINO	<b>10%</b> BLACK/AFRICAN AMERICAN	<b>4%</b> ASIAN
<b>.06%</b> OTHER			

CompuCom			
MANAGEMENT		EMPLOYEES	
<b>26%</b> FEMALE	<b>74%</b> MALE	<b>16%</b> FEMALE	<b>84%</b> MALE
<b>85%</b> WHITE	<b>5%</b> HISPANIC/LATINO	<b>5%</b> BLACK/AFRICAN AMERICAN	<b>3%</b> ASIAN
		<b>14%</b> BLACK/AFRICAN AMERICAN	<b>7%</b> ASIAN
		<b>1%</b> OTHER	<b>1%</b> OTHER

\* Store managers are excluded from the calculation of Workforce Diversity & Inclusion (D&I) metric. Due to limited availability of Grand & Toy Workforce Diversity data, these metrics are not disclosed.

## Associate Involvement

Although planned for 2021, the events of 2020 expedited our expansion of Associate Resource Groups (ARGs) from a corporate pilot to a program available to all associates, across all banners. Overall membership increased by 500 associates as we launched several new groups and increased ARG awareness efforts. Several ARGs made community outreach donations and in-kind contributions to local organizations, including Milagro Center, National Urban League, Vetsville Cease Fire House and more. We also launched our official 2020 D&I calendar of events and celebrations, including quarterly CEO listening sessions with active groups. At the end of 2020, we had 14 ARGs representing various dimensions of diversity.

**14**  
ARGS

- Asian Professionals
- Blacks in CompuCom
- Men of Color
- LGBTQ+ (x2)
- Military-Veterans (x2)
- SOMOS Office Depot
- Sustainability
- Women in Leadership
- Women in Technology
- Women of Color
- Women of Grand & Toy
- Young Professionals



### Engagement is up!



**66%**

OF SCORES  
increased (19 of  
29 questions)



**71**

ENGAGEMENT  
SCORE  
up 3 points

## Associate Engagement

To gauge the pulse of the organization during such unprecedented times, we launched our first enterprise-wide associate well-being check-in over the summer. Within CompuCom, efforts to listen with genuine intent through conduits such as RealTalk Roundtables and Jump In sessions generated a nine-point positive increase in associate engagement survey results. We also added questions to our annual associate engagement survey to formally assess associate perspectives on our commitment to driving an inclusive culture. As our company evolves, gaining insight into the collective views of our associates helps identify new areas of opportunity so we can take effective action.

**Office Depot partnered with the Urban League of Broward County to develop a playbook that helps companies establish diversity programs and grow cultures of inclusion.**



# awards

SOMOS ARG recognized as one of the  
**Top 16 Employee Resource  
Groups of the Year**

LATINA Style Inc.

**Top Employer on  
Best of the Best list**

Black EOE Journal, Hispanic Network Magazine, and Professional Woman's Magazine

**America's Top Corporations  
for Women's Business  
Enterprises**

WBENC

**Top 50 Best Companies  
for Latinas to Work for in  
the U.S.**

LATINA Style Magazine

**Best Place to Work for  
LGBT Equality**

Human Rights Campaign Foundation

**100% score on the  
Corporate Equality Index**

for the 10th consecutive year

# LEARNING & DEVELOPMENT

Due to COVID-19, our training and educational programs switched exclusively to virtual settings, and we swiftly pivoted to offer online courses to associates across all banners. With more than 168,300 courses available, overall participation surpassed previous years with over 1.5 million hours of coursework completed in 2020.

## Experiential Learning

### Capstone Projects

In collaboration with various top-ranking universities around the country, our teams worked hand-in-hand with students through Capstone projects and experiential learnings. Asked to share their fresh perspective and create solutions for real-world challenges we currently face, these bright students analyzed our current practices, looked for gaps and opportunities and presented recommendations to our Executive Leadership teams.

### 2020 Job Shadow Program

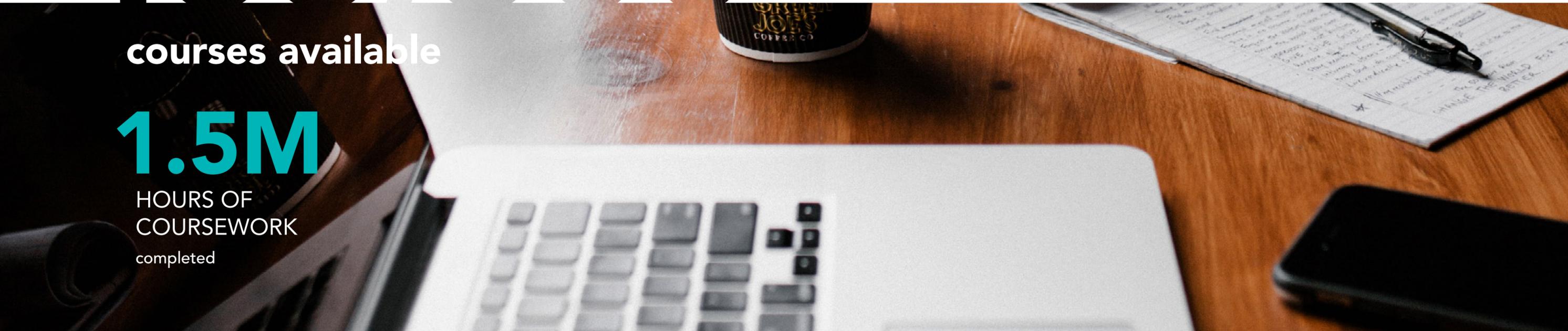
We hosted 18 students over their winter break for a virtual job shadow program. Associates from our Young Professionals ARG participated and presented their role, business unit and interesting projects, and answered student questions directly through an interactive Q&A panel discussion.

# 168,300

courses available

# 1.5M

HOURS OF  
COURSEWORK  
completed



## Associate Development & Recognition

### Business Continuity Channels

We added four new learning channels with curated material to continue fostering growth and development in our new virtual world:

1

#### Virtual Productivity

Current trends and best practices to elevate productivity outside of the traditional office setting.

2

#### Sales

Resources for staying ahead of the curve while virtually connecting with prospects and customers.

3

#### Leadership

Relevant content from premiere sources to support effective leadership during a rapidly changing world.

4

#### Caring

Best practices and helpful information to support associates in a time of change, adjustments, new pace, and expectations.

### Virtual Learning

We partnered with the **Center for Creative Leadership** to deliver virtual workshops and webinars focused on topics such as **Leading People Through Change, Feedback that Works**, and more. Leadership participated in Executive Education courses offered through Columbia, Berkeley, and Stanford Graduate School of Business, and select leaders were provided with premier virtual leadership development through our partnership with ExecOnline. Participants were nominated by HRBPs and their respective managers, and included managers and above that live our 5Cs, have high potential and are innovative and committed.

### Associate Recognition

In 2020, Office Depot piloted a new enterprise-wide recognition platform and CompuCom introduced several new informal recognition activities, including a top-tier annual and quarterly recognition program called the **Excellence Award Program**.

### Promoting Sustainability Awareness

CompuCom launched a monthly **Did You Know?** campaign to drive awareness on sustainability and companywide sustainability initiatives.

### BSD Account Manager Engagement and Training

In 2020, Office Depot launched an engagement and training program for BSD (Business Solutions Division) Account Managers. Focused on building relationships within our organization and with customers, we hosted monthly virtual meetings with our Sustainable Business Development team, presented sustainability information at Director-level and above team calls and held 1:1 calls with account managers throughout all verticals and segments of the business.

As part of our efforts to build additional resources to help the BSD team share our sustainability story, the **Sustainability Sales Resources page** was created as a one-stop-shop for sustainability sales resources and information, with tools for initiating sustainability-focused conversations. Additionally, we worked with our vendors to create and update product information sheets that highlight sustainable product options across all categories.

# COMMUNITY INVESTMENT

Without the ability to mobilize associates using our usual volunteer-driven approach, we found new ways to drive our signature programs in 2020. Despite the challenges, our teams stayed active and stepped up when our communities needed us most.

[OUR SIGNATURE PROGRAMS →](#)



## Outstanding Partner Award

Consortium of Florida Education Foundations 2019-20



# \$10M

### WORTH OF IN-KIND PRODUCTS

donated to community organizations

## \$3.5M+

IN EDUCATIONAL SUPPLIES  
donated through Start Proud!

## \$15K

WORTH OF PPE  
donated to support healthcare and community workers at the frontline

Grand & Toy



# \$2M

### DONATED TOWARDS COVID-19 RELIEF

including contributions to Feeding America, the Canadian Red Cross and Foodbanks Canada.

Office Depot  
Grand & Toy



# 560

### COMMUNITY PARTNERS

up from 125 in 2019

[contributing to](#)

## 610

### COMMUNITY PROJECTS

up from 100 in 2019

# 3,802

## hours volunteered

at nonprofits through CompuCom Cares

depot  
...ance

## Supporting Schools

Due to the pandemic, the annual Depot Day of Service quickly converted from a school makeover campaign into the Teacher Support Grant program. Event budgets transformed into \$20K grants to help teachers meet new teach-from-home needs at 15 schools and district partners across the country.

**18** EXEMPLARY TEACHERS  
awarded the All-Star Teacher Award



**18,000** FULLY STOCKED BACKPACKS

### Start Proud!®

Office Depot's Start Proud! program evolved to help economically distressed elementary schools adapt to new needs in the wake of the pandemic. With strict policies around COVID-19 safety, we were able to safely deliver 18,000 fully stocked backpacks, gift cards and supplies to students and teachers at 25 schools across the country.



### Mentorship Movement

With in-person volunteering at a standstill, the Mentorship Movement transformed to offer virtual mentoring of at-risk youth throughout the school year. As a result of going virtual, we saw a substantial increase in the number of participating associates.

### Slowing the Summer Slide

A \$200,000 grant program was launched to help low-income youth overcome the learning loss challenges brought on by COVID-19. Grants were given to 21 beneficiaries, including the Boys & Girls Club's summer camp program in each major market.

**\$200,000**  
GRANT PROGRAM



### MLK Day Donation Drive & Essay Contest

In the final weeks of 2020, Office Depot launched the MLK Day Donation Drive & Essay Contest in all retail stores, donating nearly \$500,000 to fund Title 1 school "I Have A Dream Projects" nationwide.

**\$500,000**  
FUNDED

## Step Up!

Driven by the need to do the right thing – for our shared planet, our valuable communities and the future of how we service and support our customers – Grand & Toy launched the Step Up! program in early 2021. The program enables associates to give back to the community and support charities through robust associate volunteerism, while remaining laser-focused on our organizational commitment to health and wellness, mentoring and disaster relief for the vulnerable.

## Elevate Together!

Inspired and driven to use our business as a force for good, The ODP Corporation created Elevate Together™ powered by Round It Up America® – a nonprofit initiative designed to address systemic discrimination by accelerating the creation, growth and prosperity of Black and Hispanic small businesses. After six months of development, Elevate Together officially launched on January 1, 2021.

[LEARN MORE →](#)

## Holiday Giving

### Season of Service

Office Depot hosted its annual Season of Service holiday campaign, volunteering at 75 charity events and giving more than \$100,000 to support Boys & Girls Clubs across the country through direct grants and toys.

**75** CHARITY  
EVENTS

**\$100,000**

IN GRANTS AND TOYS

# Prosperity

## Introduction

CEO Letter  
COVID-19  
2020 Highlights

## Governance

Overview  
Ethics & Culture  
Supply Chain

## Planet

Our Operations  
Customer Solutions

## People

Diversity & Inclusion  
Learning & Development  
Community Investment

## Prosperity

Supplier Diversity  
Company Reach

# SUPPLIER DIVERSITY

Supplier Diversity helps us identify and deliver innovative, quality products and services across all business channels, while supporting economic development in the communities we serve. We continue to evolve our Supplier Diversity program, including setting spend targets, driving program awareness and doing more to help our suppliers run their businesses successfully.

Supplier Development is a new strategic business initiative aimed at evaluating our diverse suppliers to identify opportunities to grow their business and expand their capabilities. In 2020, Office Depot partnered with various diversity organizations to offer resources, mentoring and training in times of uncertainty and crisis.



## Diverse Suppliers Catalog

We continue to feature our diverse suppliers' products in our digital Diverse Supplier Catalog, so our customers can make informed choices about the diverse services and products available to them.

[VIEW CATALOG →](#)



**300+**  
DIVERSE  
SUPPLIERS



**1,700+**  
FEATURED ITEMS

SPEND AND SALES  
with diverse businesses

**\$270M+**



# awards

## America's Top Corporations for WBE's

Women's Business Enterprise National Council

## Best of the Best Top Supplier Diversity Program

Professional Woman's Magazine

## Best of the Decade in Supplier Diversity

Minority Business News Magazine

## All Stars of Supplier Diversity

MBN Magazine

# \$9.7B

## COMPANY REACH

The pandemic has clearly shown the added resiliency of companies with sustainability principles core to their business model. Sustainability builds resiliency, helping us best adapt and prepare for disruptions that occur as the result of environmental and social risks.

We've seen many opportunities arise from this challenging year, from accelerated growth and new business acquired through digital demand generation, to enhanced associate training and customer experience improvements through various online enhancements. We are proud of how well our teams have pivoted in 2020 and our agility in making changes through the year to respond to the business environment.

## Total Annual Sales



# 1,154

RETAIL  
LOCATIONS



# 71

DISTRIBUTION  
CENTERS  
and cross docks



# Thank you

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**ODP**  
THE ODP CORPORATION

Office DEPOT CompuCom.  GRAND&TOY.