Introduction
A Word from our CEO | Highlights
A Word from our CEO

Despite the many challenges our business, our people and our planet faced over the past year, The ODP Corporation remained resilient in the face of economic, community and environmental hardships.

By holding steadfast to our sustainability commitments, as well as our 5C Culture — focusing on Customer, Commitment, Change, Caring and Creativity — we were able to achieve our environmental goals, support our valued associates and take care of our communities.

We’ve been focused on sustainability for nearly 20 years, consistently providing programs and initiatives to support our commitment to be a responsible corporation and help our suppliers and customers do the same. Our environmental initiatives help limit waste, conserve energy, promote recycling and minimize the use of harmful chemicals. We also focus on greener product procurement and sales through our GreenerOffice™ assortment, which enables our customers to choose products that suit their sustainability needs.

We are proud to share that we have made significant progress across all of our sustainability initiatives and achieved all of our public facing goals! We’ve calculated our Scope 3 GHG emissions to facilitate a better understanding of our opportunities for further reductions and to help us set science-based targets. We’ll also focus efforts towards eliminating excessive and non-recyclable plastics and chemicals of concern from our products and packaging.

Supporting our associates and our communities remained a top focus. We introduced a new internal program, Elevate Our People, to focus on fostering a positive mindset, exploring and sharing in the vision of our future, and approaching challenges with a view of embracing them as opportunities to learn and grow. We also continued to foster an inclusive work environment with help from our robust Associate Resource Groups (ARGs). Our ARGs help accelerate awareness, education and allyship in the workplace, marketplace and community. I’m especially pleased by the recruiting partnerships organized
by the Military-Veterans ARG with Hiring Our Heroes to pilot a corporate fellowship program that places transitioning service members with employers, and the STAND (See Talent, Ability, Not Disability) ARG’s relationship with Best Buddies that helped to secure jobs for people with IDD (Intellectual or Developmental Disabilities) through the Best Buddies Jobs program in Florida and California.

I’m also delighted to share that the Elevate Together® initiative, which launched in February 2021, raised nearly $2.3 Million in its first year to foster growth and profitability for Black- and Hispanic-owned small businesses.

Through partnerships with the National Urban League and the United States Hispanic Chamber of Commerce, Elevate Together® was designed to deliver education, access and aid to small businesses with five employees or less.

Despite the year’s ongoing challenges, our teams found safe ways to step up and provide critical volunteer support to local communities throughout the year through our #depotdifference community investment program. 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.

We know customers want partners aligned to their values, and organizations committed to helping them reach their sustainability goals. The ODP Corporation is committed to remaining resilient and will continue to innovate and evolve to ensure a safe and healthy workplace for our associates, and to make sure that our communities, businesses and schools have the tools to be successful throughout any challenges that come their way.

Gerry Smith
CEO, The ODP Corporation
2021 Highlights

**People**

$2.3M raised through Elevate Together® in its inaugural year

$3M+ in cash donations invested into our communities

450+ diverse suppliers

1,303 associates are now members of at least one ARG

18,000 fully stocked backpacks donated

**Supporting Schools**

$2M collected to benefit over 70 Title I schools

$3.5M+ raised companywide through in-store and online customer donations

**Planet**

3/3 energy, fuel and transportation efficiency goals exceeded

64% landfill diversion rate — exceeding our goal by 14%
Governance

Introduction

Planet

People

Prosperity

SASB Index
The ODP Corporation’s Board of Directors (the Board) recognizes the increasing importance of sustainability and ESG issues and seeks to integrate sustainability considerations into the Company’s business strategies, products, services, thought leadership and operations. The oversight, management, and program implementation of the Company’s sustainability and ESG efforts are structured to integrate these topics into the foundation of its strong governance framework. This includes the Corporate Governance & Nominating Committee’s oversight of the Company’s strategy and programs on corporate social responsibility, the environment, and the Sustainability Governance Council, who implements and supports the Company’s vision and mission on sustainability issues.

Board Diversity

Our Board of Directors value and reflect diverse perspectives.

While we do not have a specific diversity policy for our Board, our Corporate Governance Guidelines drive our selection of Directors who reflect a diverse set of skills, professional and personal backgrounds, perspectives, and experiences.

We are proud to have Directors who are highly diverse, including with respect to gender, ethnicity, and experience.
Compliance & Ethics

The ODP Corporation's Global Compliance Department is committed to providing education, training, and awareness to the Company’s associates around the world with respect to the Company’s ethical business practices and related compliance policies.

Every business decision we make must be consistent with our 5C Culture and high ethical values, otherwise we will not move ahead, regardless of how great the benefit may be.

These values are integral to our success and are non-negotiable.

The ODP Corporation’s 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 our associates are expected to comply with our Code of Ethical Behavior.
Supply Chain

In 2021, we continued to seek out alternative approaches to achieve factory compliance in the face of COVID-related restrictions, sanctions, and factory shutdowns. While audits can now be conducted onsite in most locations, we have expanded our Virtual Social Compliance audit program by 457% for low-risk countries.
Social Compliance Audits

Social Compliance Audits help maintain factory compliance to minimize legal and brand reputation risks. We actively train and work directly with our suppliers to identify and address the root cause of all violations detected during factory audits. Factories with consecutive “needs improvement” scores receive mandated training as part of our Continuous Improvement Program, and we follow up to verify that sustainable solutions have been implemented for all detected violations.

Social Compliance Audits conducted: 251
- 90% satisfactory/minor progress
- 10% needs improvement

CTPAT Security Audits

CTPAT Security Audits enforce security within our supply chain and maintain our membership within the Supply Compliance Audit Network.

CTPAT Security Audits conducted: 109
- 77% preferred
- 21% subject to improve
- 2% needs improvement

Certification and Collaboration Program

In a continuous effort to reduce audit fatigue, we improved collaboration efforts with our suppliers, further expanded our Certification and Collaboration Program, and employed multiple 3rd party audit providers to maintain factory compliance during COVID.

93% of factories sustained results following the completion of the Needs Improvement Program

Increase in security audit results: 2%
Due to a more stringent corrective program implemented in 2021
Data Security

The ODP Corporation is committed to creating and maintaining high standards of data security. To that end, we have a comprehensive approach to data security and risk mitigation. This includes vigorously protecting customer personally identifiable information (PII) and company confidential information.

The foundation of our data security program aligns with the internationally recognized ISO/IEC 27001 industry security standard. We deploy a multi-faceted, defense in-depth data security program led by our Chief Information Security Officer and implemented by a team of trained cybersecurity professionals to address data security risks, vulnerabilities, and to protect company assets. Through the use of people, process, and technology (tools), The ODP Corporation actively identifies risks and applies risk mitigation and treatment to each risk based on its defined policies and procedures.

The ODP Corporation complies with all applicable laws, rules, and regulations pertaining to collection, storage, protection, and destruction of PII and confidential information including Sarbanes Oxley (SOX) and the California Consumer Privacy Act (CCPA). We also comply with applicable industry security standards including the Payment Card Industry Data Security Standard (PCI DSS). Our technology systems and security program are subject to regular audits by our Internal Audit team and our independent auditor / public accounting firm. Cyber security updates are provided to the Board of Directors through quarterly updates to the Audit Committee.

Our robust security programs include multi-factor authentication protocols, firewalls, and anti-virus/anti-malware software. We maintain a security operations center to monitor our Security Information and Event Management (SIEM) system. We conduct ongoing risk assessments, internal and external penetration tests, phishing simulations, and maintain a bug bounty program.

We maintain a comprehensive global training and awareness program on relevant information security topics and company policies in order to help our company associates and contractors extend our security mission throughout their day-to-day responsibilities and help them make sound computing decisions.
Reducing our environmental impact and tackling climate change continues to be a foundational focus.

We are proud to confirm that we exceeded all our public-facing environmental goals around emissions, energy consumption, and landfill diversion, and are excited to take on the next challenge. For the first time in company history, we calculated our Scope 3 GHG emissions to facilitate a better understanding of our opportunities for further reductions, which will enable us to set science-based targets that we intend to submit for Science Based Targets Initiative’s validation. Setting science-based targets will provide us with a roadmap for our sustainability efforts going forward.
As part of our Earth Month activities, Office Depot participated in the Drawdown Ecochallenge — an engagement program that focuses on the collective impact of our individual actions to reduce emissions. With 160 participants and 46,971 points, Office Depot took 4th place in the competition.

160
volunteers
participated
in the challenge

Sea Dunes Restoration
Continuing our tradition, volunteers participated to help restore our Southern Florida coastline by planting sea oats. A native species, sea oats help stabilize and build dunes, and can be used to strengthen and protect existing dunes from erosion or help restore dunes damaged by storms.

Drawdown Ecochallenge

3,219 lbs. of CO₂ saved

49 public officials contacted

13,730 minutes spent being mindful

5,435 minutes spent outdoors

9,452 minutes spent learning

900 vegan meals consumed

60 volunteers planted sea oats

OUR COLLECTIVE IMPACT
Energy & Emissions

We are pleased to say that we exceeded all three of our previously announced public-facing energy and greenhouse gas (GHG) emissions goals for 2021.

**PREVIOUS GOALS**

<table>
<thead>
<tr>
<th>GOAL</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% decrease in facility energy consumption by 2021 (2016 baseline)</td>
<td>51% increase in facility energy consumption by 2021</td>
</tr>
<tr>
<td>15% increase in mpg in private fleet by 2021 (2018 baseline)</td>
<td>25% increase in mpg in private fleet by 2021</td>
</tr>
<tr>
<td>10% improvement in cube utilization by 2021 (2018 baseline)</td>
<td>18% improvement in cube utilization by 2021</td>
</tr>
</tbody>
</table>

**TOTAL ENERGY USE**

1,615,565 gigajoules (total energy consumed in 2021)

- 63.7% grid electricity
- 1.4% renewable sources

**DOWN FROM LAST YEAR**

13% decrease in energy consumption since 2020 (kWh)

- 11% Grand & Toy
- 13% Office Depot
GHG Emissions (MT CO2e) in 2021

In addition to Scope 1 and 2 (direct) emissions, this year we calculated our Scope 3 (indirect) emissions to help us understand the full extent of our impacts and identify opportunities for further reductions.

<table>
<thead>
<tr>
<th>Scope</th>
<th>Location Based</th>
<th>Market Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>56,787</td>
<td></td>
</tr>
<tr>
<td>Scope 2</td>
<td>111,798</td>
<td>168,585</td>
</tr>
<tr>
<td>Scope 1 &amp; 2 Total</td>
<td>168,585</td>
<td>175,152</td>
</tr>
<tr>
<td>Scope 3</td>
<td>5,350,846</td>
<td></td>
</tr>
<tr>
<td>Total GHG Emissions</td>
<td>5,519,431</td>
<td>5,525,998</td>
</tr>
</tbody>
</table>

2 GHG Calculations were made for calendar year 2021, not fiscal year.
Waste Management

One way we can substantially reduce the environmental impacts of our operations, products, and services is through waste management activities. In 2021, our newly created Waste Reduction Task Force drove company-wide awareness on sustainability and waste diversion initiatives, evaluated current programs for gaps and opportunities, and leveraged current partnerships to engage associates though education, activities, videos, and more.

Our previous goal aimed to increase waste diverted from landfills to over 50% by 2021. We are proud to say we exceeded our landfill diversion goal by achieving an additional 14% in waste diversion! We are exploring innovative ways to further minimize waste and increase our landfill diversion rate through new packaging initiatives, plastic reduction, and effluent management.

**PREVIOUS GOAL**
Increase to over 50% waste diverted from landfills by 2021

**WE ACHIEVED A**
64% waste diversion rate

**NEW GOAL**
Achieve zero waste in 30% of our distribution centers by 2025
Products & Packaging

Reducing plastic waste is a top priority, as the negative and lasting effects can be clearly seen in the environment around us. As part of our environmental commitment, we are working to reduce and eliminate excessive and non-recyclable plastics and chemicals of concern from our products and packaging.

How2Recycle®

Going forward, we will be implementing the How2Recycle® label on our Private Brand product packaging. The How2Recycle® labeling system empowers consumers to recycle materials by providing clear instructions on what can be recycled, how to prepare the item, and whether the material is commonly accepted at local recycling facilities. Additionally, we are focusing on the reduction of absolute plastic packaging use in our private label products and e-commerce shipping operations and plan to announce meaningful specified quantitative reduction goals by the end of 2022.
GreenerOffice™ Delivery Service

Office Depot is committed to reducing the environmental impact of our deliveries while responding to our customers’ interest in saving resources and reducing waste.

Our GreenerOffice™ Delivery Service provides a smart and resourceful way to achieve both of these goals.

Over the years, we’ve used millions of cardboard boxes and plastic air pillows for delivering our products. A significantly greater amount of wood is used in the production of corrugated boxes than what is used in the production of paper bags. For orders delivered in bags, we reduce the number of boxes used for deliveries and eliminate the use of air pillows. Orders arrive in a paper bag made with 30% post-consumer recycled fiber. Additionally, the bags are much easier to open and can be conveniently reused or recycled. This program is another step in decreasing the overall use of packing material needed for Office Depot deliveries.

Safer Chemical Management

The ODP Corporation supports the responsible use of chemicals in compliance with all laws and regulations and aims to reduce and eliminate chemicals of concern beyond legal requirements. Additionally, we promote safer chemical management and strive to identify the presence of chemicals of concern in products and packaging and support innovations that result in an orderly transition to safer alternatives.

Read more about our commitment to safer chemical management.
Customer Solutions

As the global emphasis on sustainability intensifies, our customers are becoming more sensitive to the environmental impact of their shopping decisions.

We offer a number of programs and services to make it easy for our customers to meet their own sustainability goals.

Recycling Solutions

Office Depot continues to offer e-waste recycling services, along with ink and toner cartridge recycling solutions for both retail and contract customers.

- **TECHNOLOGY RECYCLING**
  - 2.6M lbs. e-waste recycled for customers
  - OFFICE DEPOT

- **INK & TONER RECYCLING**
  - 6.6M+ cartridges
  - EQUAL TO OVER
  - 3M lbs. recycled for customers
  - OFFICE DEPOT
Customer Leadership in Greener Purchasing

To celebrate customers who demonstrate their commitment to purchasing greener products and services, each year we reward forward-thinking organizations for their environmentally conscious choices.

Greener Products

Office Depot continues to place a heavy focus on greener product procurement and sales through our GreenerOffice™ assortment, which enables our customers to choose products that suit their sustainability needs. Our GreenerOffice™ assortment reflects products with green attributes including recycled, remanufactured, energy-efficient, and ecolabels such as FSC, GREENGUARD, Green Seal, and more.

In 2021, Office Depot received the Good 2 Green award from the South Florida Hispanic Chamber of Commerce in recognition of our commitment to being a responsible corporation and inspiring suppliers and customers to do the same.
People

Diversity & Inclusion | Learning & Development | Community Investment
As we continue to transition and navigate through the pandemic, supporting our associates and communities continues to be a top focus.

Creating a diverse and inclusive environment, emphasizing training and professional development, making a difference through community involvement and investment, and demonstrating the importance of supplier diversity have been some of our priorities this past year.

As we strive to create a more welcoming and supportive work environment, we are putting a greater emphasis on creating a sense of familial belonging and genuine engagement through our associate and community programs.
### Diversity & Inclusion

We are devoted to fostering an inclusive work environment that values and respects the culture, identities, talents, and contributions of associates from all backgrounds. In 2021, we focused our efforts on driving belonging, engagement, and retention through our programs and promoting a culture where everyone can bring their whole self to work.

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1. Grand & Toy Canada manages and maintains diversity metrics for equality in the workplace as per the [Federal Contractors Program](#). The program requires Grand & Toy Canada to ensure that our workforce seeks to be representative of Canada’s labour force with respect to the members of the following four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities. Granular racial/ethnic group data cannot be tracked and are not mandatory by law.

2. The 2021 U.S. workforce data provided above is from the EEO-1 Reports for Office Depot, LLC and is based on employees’ voluntarily self-disclosure of gender and race/ethnicity. The information does not include data from the Federation companies acquired by Office Depot, which continue to operate as separate entities.

### Diversity Metrics

<table>
<thead>
<tr>
<th>Management</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Female</strong></td>
<td><strong>Male</strong></td>
</tr>
<tr>
<td>34%</td>
<td>66%</td>
</tr>
<tr>
<td>40%</td>
<td>60%</td>
</tr>
</tbody>
</table>

### U.S. Workforce Data

<table>
<thead>
<tr>
<th>Office DEPOT</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management</strong></td>
<td><strong>Associate</strong></td>
</tr>
<tr>
<td>34.80% Female</td>
<td>43.51% Female</td>
</tr>
<tr>
<td>65.20% Male</td>
<td>55.87% Male</td>
</tr>
<tr>
<td>00% Non-binary</td>
<td>00.62% Non-binary</td>
</tr>
</tbody>
</table>

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### Demographic Breakdown (%)

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Management</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>66.04%</td>
<td>50.74%</td>
</tr>
<tr>
<td>Hispanic/Latinx</td>
<td>13.66%</td>
<td>17.94%</td>
</tr>
<tr>
<td>African American</td>
<td>10.38%</td>
<td>18.98%</td>
</tr>
<tr>
<td>Asian</td>
<td>4.93%</td>
<td>6.38%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>2.17%</td>
<td>2.39%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0.38%</td>
<td>0.72%</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>0.49%</td>
<td>0.96%</td>
</tr>
</tbody>
</table>
Growing Associate Resource Group Participation

2021 was an active year for our Associate Resource Groups (ARGs), whose activity increased member participation by 86% and accelerated awareness, education and allyship in the workplace, marketplace, and community.

ARG MEMBERS

86% increase in member participation

15 Hispanic Employee Resource Groups
recognized as one of the nation's top
of the Year by LATINA Style, Inc.

The addition of D&I Captains brought focus to and drove awareness of our diversity and inclusion efforts. Our external partnerships have also increased with community organizations such as SOS Children’s Villages Florida, HISPA, Milagro Center, Pace Center for Girls, Palm Beach, and more.

Grand & Toy is now home to two associate-led ARGs:

1. Women’s Affinity Group
   Women’s Affinity Group saw increased participation in 2021, as they brought the women of Grand & Toy together to support each other professionally and personally in a non-judgmental environment.

2. Emerging Professionals
   Emerging Professionals brings together ambitious and sociable professionals to empower and support associates through networking, resources, support, and collaborative influence.
Diversity Day

In 2021, Grand & Toy’s Pause and Affect Council hosted the first ever Diversity Day Picnic. The event fostered inclusion, created a safe space for cultural expression, and provided an opportunity for a record-breaking afternoon.

Increasing Inclusivity

As part of our efforts to drive belonging and inclusivity, Grand & Toy launched quarterly newsletters to increase engagement with French speaking associates. Office Depot implemented gender inclusivity options, providing associates with the ability to self-identify their pronouns and preferred name, and select nonbinary as a gender. We also added the capability for associates to self-identify as a veteran, which allows us to recognize their service and extend veteran-specific opportunities.

Martin Luther King, Jr. Day Donation Drive

The Women of Color and Men of Color ARGs, in collaboration with Community Investment, launched a Martin Luther King, Jr. Day Donation Drive in all Office Depot and OfficeMax stores.

$480K+ raised

Benefiting 27 Title I Schools

Thank you 🧡

Diversity Day Picnic

In 2021, Grand & Toy’s Pause and Affect Council hosted the first ever Diversity Day Picnic. The event fostered inclusion, created a safe space for cultural expression, and provided an opportunity for a record-breaking afternoon.

216 associates attended

40% of Grand & Toy’s associate population
Enhanced Learning Opportunities

Equipping our associates with the tools and resources needed to not only excel in their current positions, but gain the skills and knowledge to reach their professional goals is an integral part of The ODP Corporation’s culture. This year, we launched a new premier learning platform for associates.

**ASPIRE**

A premier learning platform ASPIRE, offers

*175,000+ courses, videos, articles, and podcasts* on a variety of topics, including business operations, customer service, and productivity

**MAY LAUNCH**

Following the launch in May, associates accessed ASPIRE

*500,000+ times*

**AND OVER**

*63,000 training hours were logged*
Toolkit for Success

Knowledge sharing is vital for associate performance and success. In 2021, The ODP Corporation created a Mentorship Program Toolkit that provides a curated compilation of tips and best practices for every associate, from individual contributor to senior manager. With a better understanding of roles and guidance, the program aims to improve retention, establish professional relationships, create a culture of continuous learning, and cultivate individual career planning ownership.

Advancing Aspirations

Grand & Toy’s strong commitment to providing high-quality support as part of our continued investment in our people drives our Scholarship Program, benefiting our associates and/or their dependent children.

$91K

in scholarships awarded to associates and their dependents across Canada since the program’s inception.

Workforce Development

The ODP Corporation continued our collaboration with Miami Herbert Business School. This year, we partnered with Sustainable Business students who helped enhance Sustainability Reporting for two leading transparency platforms related to climate and ESG.
Disney Institute and National Geographic Live Sponsorship

We are excited to announce that Office Depot is the official sponsor for Disney Institute professional development courses and National Geographic Live events on stages across North America in 2022.

As presenting sponsor of the National Geographic Live 2021-22 North American Tour, Office Depot has helped enable National Geographic Explorers to reach local communities through over 169 live events in 50 cities across North America. These dynamic experiences helped further the knowledge of science, adventure and exploration of the natural wonders of our world. The sponsorship aligns seamlessly with Office Depot’s sustainability efforts and belief that caring for the environment plays an essential role in the success of their company, industry, and communities, now and for future generations.

As the proud sponsor of Disney Institute professional development courses, Office Depot supports learning opportunities for individuals and organizations to experience Disney’s approach to high-quality training. Participants learn directly from Disney leaders to hone, inspire and enhance their skills in the areas of leadership excellence, quality service and employee engagement. Additionally, through this sponsorship, Office Depot provided complimentary online courses based on “Disney’s Foundation of Business Excellence” exclusively for Elevate Together® grant recipients to help them leverage strategies to improve and grow their business. Participants were taught how to align their values and vision, create a culture by design, differentiate their service in the marketplace, and deliver on their organization’s Brand Promise.
In 2021, The ODP Corporation launched Elevate Together®, powered by Round It Up America®, with the mission of accelerating the creation, growth, and prosperity of Black and Hispanic-owned small businesses. Elevate Together® is a coalition of like-minded businesses aiming to strengthen our local communities, foster job creation, and close the racial wealth gap by providing education, access, and aid to minority small business owners.

Community Investment

Our Culture of Caring drives us to support mission-driven organizations that positively impact the communities around us. Despite the year’s ongoing challenges, our teams found safe ways to step up and provide critical resources and volunteer support to local communities throughout the year.

Through #depotdifference, The ODP Corporation focuses on issues and causes that align with our business and speak to who we are; a company that enables opportunities for people to succeed, no matter their challenges or circumstances. We support nonprofit and community organizations through initiatives primarily impacting our three focus areas:

1. Empowering Education
2. Championing Entrepreneurship
3. Strengthening Communities

$2.3 million raised in the first year to support minority entrepreneurs
89 direct cash grants to Black- and Hispanic-owned small businesses
Step Up!

Grand & Toy’s Step Up! program is driven by a need to do the right thing. The Step Up! approach enables associates to give back to the community, and further enables our business to support non-profit organizations while remaining laser-focused on our organizational commitment in three focus areas: health and wellness, mentoring, and disaster relief for the vulnerable.

Point-of-Sale
Funding

Powered by our partner Round It Up America, all Office Depot retail stores and officedepot.com went live with customer charity fundraising campaigns focused on education and minority small business. Through the incredible kindness and generosity of our customers both in-store and online, we raised:

- $1.8M worth of school supplies
- 18,000 premium backpacks
- $3.5M+ companywide
- 14 philanthropic organizations supported – both local and national organizations
- 26K+ raised in support of community initiatives

Start Proud!®

Our 4th annual Start Proud! program helped economically distressed elementary schools across the U.S. kick the year off right. Through our signature back-to-school philanthropic initiative, Office Depot provided 28 Title I schools in 18 school districts with fully stocked backpacks, Office Depot gift cards, and teaching supplies.

- 18,000 premium backpacks
- $1.8M worth of school supplies
- 18 “All Star Teachers” surprised with Office Depot premium items
- 14 philanthropic organizations supported – both local and national organizations
- 26K+ raised in support of community initiatives

18,000 premium backpacks
$1.8M worth of school supplies
18 "All Star Teachers" surprised with Office Depot premium items
HP Refresh

The huge increase in online learning since the start of the pandemic has been particularly difficult for students with limited access to technology. In partnership with HP, Grand & Toy took part in HP Refresh to make a difference in students’ lives by supporting Parents Engaged in Education, a charity that helps get school supplies to students across Ontario, Canada. Thanks to our upgraded replacement supply and donations from vendors and customers, Grand & Toy was able to clean, repackage, and donate laptops to underprivileged students.

Grand & Toy Humanitarian Award

Grand & Toy’s Humanitarian Award program celebrates associates who go above and beyond in giving back to our communities. Each year we recognize up to four associates for their dedication and contributions to communities in need; winners receive $1,000 each towards a charity of their choice.

Depot Day of Service

Depot Day of Service returned in 2021 with the launch of our national partnership with Boys & Girls Clubs of America. Associate volunteer teams in 15 metro markets across the nation completed revitalization projects for 30 local clubhouses.
**Hurricane Ida Relief Efforts**

Our #depotdifference team partnered with local store staff, relief agencies and the Louisiana Governor’s office to provide relief to the region devastated by Hurricane Ida in 2021. Contributions included $50,000 to the Baton Rouge Area Foundation’s (BRAF) Disaster Relief and Recovery Fund and $15,000 to Feed the Children.

- **$50K** contribution to BRAF Disaster Relief and Recovery Fund
- **$15K** contribution to Feed the Children

**National Day for Truth and Reconciliation**

In 2021, we marked our first National Day for Truth and Reconciliation on September 30, 2021. The day honored lost children and survivors of residential schools, their families, and communities. Grand & Toy associates showed support by wearing orange, learning about Indigenous people and their cultures, and connecting our associate population with grassroots charities that commit to showing solidarity with members of our Indigenous communities.

**Grand-a-thon**

In June 2021, Grand & Toy participated in the virtual Heart & Stroke Ride for Heart event (a.k.a. Grand-a-thon) to raise funds in support of critical heart disease and stroke research.

- **$50K** contribution to BRAF Disaster Relief and Recovery Fund
- **$15K** contribution to Feed the Children
- **$10,000+** raised in “grand” total
- **192** participants across Canada
- **18K+** kms officially tracked

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Our focus on sustainability principles has undoubtedly helped us navigate the challenges of 2021.

These principles — balancing and actively integrating what is right for our people, our planet, our company, and for the communities around us — have once again proven the resilience of our business model.

Building the Best Customer Experience

Our customers are the focus of everything we do. Through Project Hemispheres, we are building a best-in-class experience for our customers and associates at Grand & Toy, it aligns with our strategic priorities, and is a solid reflection of our 5C commitments to Customer, Commitment, and Creativity.

$8.47B total annual sales

1,037 retail locations

67 distribution centers and cross docks

63.2 Net Promoter Score as of December 2021

UP FROM 60.6 IN JANUARY

45% retail

54% business solutions

1% other

2,138,951 sq. meters of retail locations

198,715+ sq. meters of distribution centers
Company Culture

Our 5C Culture guides our company’s strategic direction, inspires how we interact with each other every day, and influences what we offer our communities and customers. Embedded in this is a commitment to fostering an inclusive and supportive workplace, uplifting our communities, and challenging ourselves to make a lasting positive impact on our planet.

This year we elevated our listening strategy to proactively identify and address gaps that will help ensure our 5C culture is integrated and celebrated across all aspects of our organization.

Elevating Our People

As The ODP Corporation continues to help associates develop and expand their skillsets and thrive in a dynamic environment, we introduced a new program: Elevate Our People, which focuses on fostering a positive mindset, exploring and sharing in the vision of our future, and approaching challenges with a view of embracing them as opportunities to learn and grow.
Continuing Response to the COVID-19 Pandemic

From the beginning of the COVID-19 pandemic, we have remained committed to making the health and wellness of our associates and customers a priority. Based upon the guidance of the U.S. Centers for Disease Control (CDC) and local health authorities, we maintain appropriate measures to help reduce the spread of infection to our associates and customers. While we have reopened our corporate headquarters, certain associates who are able to, continue to work from home. We continue to have associates in our retail stores, customer support and distribution centers working onsite at our facilities, as well as technicians and field support onsite at customer locations. Associate business travel remains limited to only essential business needs.

Acting on Feedback

As part of our listening strategy, we conduct annual engagement surveys to gauge how associates feel about how work gets done. In 2021, The ODP Corporation also conducted a culture survey for the first time to gain insight into company culture throughout all levels.

By listening to associate insights and perspectives, we are able to identify and act on areas for improvement to create a more positive and inclusive work environment. For example, Grand & Toy's Engagement Survey showed the importance of wellness to individual and organizational health and success. As a direct result, we expanded our Wellness for You program offerings to include an assortment of supportive resources related to mental and physical health, work-life balance, and financial wellbeing.

Recognizing Each Other

Following the success of our 2020 pilot, The ODP Corporation formally launched an enterprise-wide recognition platform for associates to recognize teams and peers across the entire organization.

70 engagement score
Supplier Diversity

We are committed to supplier diversity as an integral part of our sourcing strategies and procurement processes, and continuously look for ways to make a bigger impact.

Providing Opportunities for Growth

Our Supplier Diversity program provides opportunities for small and diverse-owned businesses to grow and succeed and enables us to offer an exceptional choice of innovative products and services to our customers.

450+ diverse suppliers

1,700+ products in our Diverse Supplier Catalog
Evolving our Program

In 2021, we set an internal diverse spending target and long-term goals for our supplier diversity program after establishing an existing vendor baseline in 2020.

Building National Partnerships

In 2021, Grand & Toy affiliated with national organizations that share our goal of making a positive impact on economic development through supplier diversity: Women Business Enterprises Canada Council (WBE Canada) and the Canadian Aboriginal and Minority Supplier Council (CAMSC).

20% increase in diverse and small business spend

50% increase with diverse and small business suppliers
SASB Index

The Sustainability Accounting Standards Board (SASB) connects businesses and investors to the financial impacts of sustainability. Office Depot reports in accordance with the SASB Standard for Multiline and Specialty Retailers and Distributors. Office Depot will continue to examine ways to adjust its disclosures as these topics change over time.

Energy Management in Retail & Distribution

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total energy consumed</td>
<td>Quantitative</td>
<td>Gigajoules (GJ)</td>
<td>CG-MR-130a.1</td>
<td>1,615,565</td>
</tr>
<tr>
<td>Percentage grid electricity</td>
<td></td>
<td>Percentage (%)</td>
<td></td>
<td>63.7%</td>
</tr>
<tr>
<td>Percentage renewable</td>
<td></td>
<td></td>
<td></td>
<td>1.4%</td>
</tr>
</tbody>
</table>

Data Security

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of approach to identifying and addressing data security risks</td>
<td>Discussion &amp; Analysis</td>
<td>n/a</td>
<td>CG-MR-230a.1</td>
<td>Data Security</td>
</tr>
<tr>
<td>1. Number of data breaches</td>
<td>Quantitative</td>
<td>Number</td>
<td>CG-MR-230a.2</td>
<td>In the event of an incident involving any suspected or confirmed breach of customer information, ODP is committed to taking immediate action and initiating appropriate remedial measures to protect the confidentiality and integrity of the information. We maintain security incident response, disaster recovery and business continuity plans. In the event of such a breach, ODP requires documentation of all responsive steps in accordance with its security incident response procedures. ODP also requires a post-incident review of the events and any actions taken to change business practices for PII and confidential information.</td>
</tr>
<tr>
<td>2. Percentage involving personally identifiable information (PII)</td>
<td></td>
<td>Percentage (%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Number of customers affected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Labor Practices

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Voluntary</td>
<td>Quantitative</td>
<td>Rate</td>
<td>CG-MR-310a.2</td>
<td>89.81%*</td>
</tr>
<tr>
<td>2. Involuntary turnover rate for in-store employees</td>
<td>Quantitative</td>
<td>Rate</td>
<td>CG-MR-310a.2</td>
<td>6.08%*</td>
</tr>
</tbody>
</table>

* Turnover rates reflected are for in-store associates for calendar year 2021.

### Product Sourcing, Packaging & Marketing

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue from products third-party certified to environmental and/or social sustainability standards</td>
<td>Quantitative</td>
<td>Reporting currency</td>
<td>CG-MR-410a.1</td>
<td>Customer Solutions</td>
</tr>
<tr>
<td>Discussion of processes to assess and manage risks and/or hazards associated with chemicals in products</td>
<td>Discussion &amp; Analysis</td>
<td>n/a</td>
<td>CG-MR-410a.2</td>
<td>Commitment to Safer Chemicals Management</td>
</tr>
<tr>
<td>Discussion of strategies to reduce the environmental impact of packaging</td>
<td>Discussion &amp; Analysis</td>
<td>n/a</td>
<td>CG-MR-410a.3</td>
<td>Products &amp; Packaging</td>
</tr>
</tbody>
</table>

### Workforce Diversity & Inclusion

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of gender and racial/ethnic group representation for</td>
<td>Quantitative</td>
<td>Percentage (%)</td>
<td>CG-MR-330a.1</td>
<td>Diversity &amp; Inclusion</td>
</tr>
<tr>
<td>1. Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. All other employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Activity Metrics

<table>
<thead>
<tr>
<th>ACCOUNTING METRIC</th>
<th>CATEGORY</th>
<th>UOM</th>
<th>CODE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of</td>
<td>Quantitative</td>
<td>Number</td>
<td>CG-MR-000.A</td>
<td>1,037</td>
</tr>
<tr>
<td>1. Retail locations</td>
<td></td>
<td></td>
<td></td>
<td>67</td>
</tr>
<tr>
<td>2. Distribution centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total area of</td>
<td>Quantitative</td>
<td>Square meters (m²)</td>
<td>CG-MR-000.B</td>
<td>2,139,389 m²</td>
</tr>
<tr>
<td>1. Retail locations</td>
<td></td>
<td></td>
<td></td>
<td>842,510 m²</td>
</tr>
<tr>
<td>2. Distribution centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thank you