HP Sustainable Impact Report

2021

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See the standalone <u>2021 HP Sustainable Impact Report Executive Summary.</u>

Cover image: Empowering girls
HP partner, Girl Rising, uses the power of storytelling to highlight the connection between girls' education and climate change.

Letter from our President and CEO

We are confronting a set of global challenges that are testing the very foundation on which our society is built. From an ongoing pandemic to our accelerating climate crisis to persistent inequality, these challenges impact all of us. And the way we respond will help shape our future in profound and lasting ways.

Companies like ours have a critical role to play in helping solve these challenges. That's why, in 2021, we announced one of the most comprehensive environmental and social impact agendas in our industry—with aggressive goals focused on climate action, human rights, and digital equity. And we have been taking decisive action to meet them.

In our 21st annual Sustainable Impact report, we share the progress we are making. There are areas where we are leading but also opportunities for us to do more. Our teams are operating with the deep sense of urgency needed to make continuous improvements, while forging partnerships to maximize our impact. While no single company, sector, or even country can solve the enormous global challenges before us, we know we can create a better future by working together.

Climate Action

Of all the challenges facing the world, none is greater than our climate crisis. And so, we set an ambitious climate goal: By 2040, HP's entire value chain—Scope 1, 2, and 3—will reach net-zero greenhouse gas emissions, with a 50% reduction in absolute emissions by the end of this decade. We've already achieved a 9% absolute reduction since 2019—but we know we must move faster. So, we're rethinking our materials, as well as how to keep them in circular use, and how to reduce our footprint.

We've made significant progress in reducing plastic waste and using more recycled plastic. We have reduced single-use plastic packaging by 44% compared to 2018. And we have increased the use of postconsumer recycled content plastic across our

personal systems and print product portfolio to 13%, as we aim for 30% by 2025.

We also are disrupting the US$10 billion fiber-based sustainable packaging market, with our 3D printing–enabled HP Molded Fiber Advanced Tooling Solution and acquisition of Choose Packaging, the inventor of the only known commercially available zero-plastic paper bottles.

We are partnering with leading conservation and environmental organizations, including the World Wildlife Fund, Conservation International, the Arbor Day Foundation, and the Jane Goodall Institute, to invest in forest restoration and responsible management to counteract deforestation for non-HP paper used in HP printers and print services. Since 2020, all HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays have been derived from recycled or certified sources.

Finally, we are broadening our impact by engaging our hundreds of production suppliers and thousands of non-production suppliers in sustainability programs. In early 2022, we expanded our Amplify Impact channel partner program to empower more than 10,000 partners in over 40 countries to advance their own sustainable impact journeys.

Human Rights

Even as we work to deepen our impact, we are focused on expanding the diversity of our workforce. Building a diverse and inclusive workforce is not only the right thing to do—it also makes good business sense. Diverse teams will always out-innovate and out-perform the market.

We aim to double the number of Black and African American HP executives by 2025 and reach 50/50 gender equality in leadership by 2030. And while HP is among the top technology companies for women in leadership positions—and nearly 45% of our U.S. hires in 2021 were racial/ethnic minorities—we are exploring ways to improve inclusive representation at all levels.

Digital Equity

We are also committed to helping break down the barriers that exclude many from participating in the digital economy. Nearly 3 billion people around the world remain offline due to lack of access, affordability, or usability. The COVID-19 pandemic exposed the depth of this issue and even exacerbated it, as many schools and businesses began operating remotely.

That's why, in 2021, we pledged to accelerate digital equity for 150 million people by the end of the decade—a goal we aim to meet with the collaboration and support of key priority partners, like Girl Rising, NABU, MIT Solve, and Aspen Digital, through the Digital Equity Accelerator program launched in February 2022.

Building a stronger HP

From our earliest days as a company, HP has been a place where innovation drives extraordinary contributions to humanity. Time and again, our people have had the vision to see entirely new possibilities for the role we can play in the world—and the ingenuity to create technology that inspires ambitious progress.

That vision and ingenuity is reflected in the progress we are making against our Sustainable Impact goals today. And the impact on the world—and our business—is clear. In fact, our Sustainable Impact initiatives helped the company win more than US$3.5 billion in new sales in fiscal year 2021—a three-fold increase over the prior year. Simply put, when we innovate with purpose, we create the conditions for both business and society to thrive.

I am inspired by the progress we are making toward becoming the world's most sustainable and just technology company. And I hope our success spurs other businesses to join us in creating the future we want to see—for our companies, our families, and our communities.
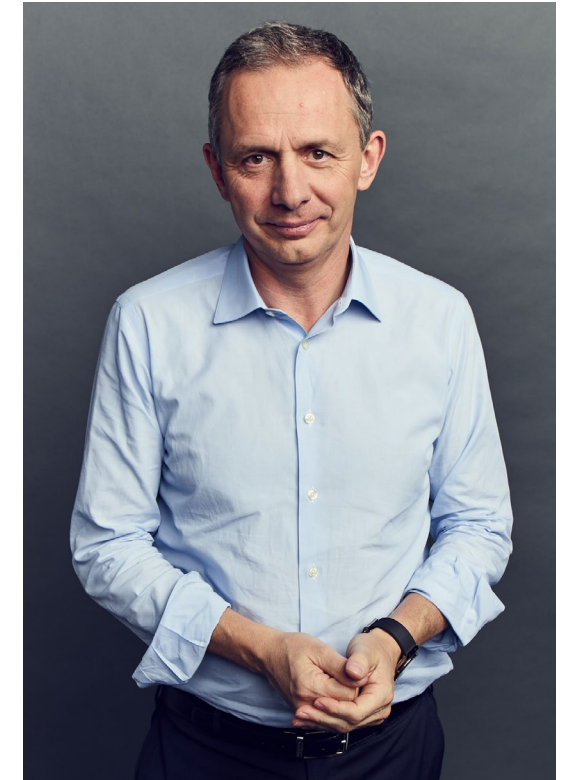
Saludos,

Enrique Lores

Enrique Lores
President and CEO

About HP

STRATEGY: BUILDING A STRONGER HP

Financial
Achieve significant value growth

Sustainable Impact
Become the most sustainable and just IT company; focus on Climate Change, Human Rights, and Digital Equity

Portfolio
Build a more growth-oriented portfolio, while we continue to lead decisively in our core businesses

Transform/digital
Becoming a more digital company to streamline operations and enable new customer value propositions

Talent & culture
A school for leaders built on Agility, Customer Centricity, and Ambition

KEY FACTS

Enrique Lores
President and Chief Executive Officer, HP Inc.

Chip Bergh
Chairman of the Board

- Incorporated in the State of Delaware, United States
- Fortune 100 company

- Ticker symbol HPQ on the New York Stock Exchange
- Corporate headquarters Palo Alto, California, United States

- Approximately 51,000 employees globally[1]
- HP operates in more than 180 countries worldwide

FISCAL YEAR 2021 HIGHLIGHTS

US$63.5 BILLION
in net revenue

US$6.4 BILLION
of net cash provided by operations

US$7.2 BILLION
returned to stockholders in the form of share repurchases and dividends

28,000+
patents[2]

250,000+
channel partners

US$1.9 BILLION
R&D spend

See our full financial performance.

Sustainable Impact

Sustainable Impact strategy

Sustainable Impact is at the heart of HP's business strategy, and we aim to be the world's most sustainable and just technology company. In 2021, HP announced our most comprehensive and ambitious Sustainable Impact agenda yet. It connects us to the most defining and urgent issues of our time, where we can have the greatest impact.

- **Climate Action:** Drive toward a net zero carbon, fully regenerative economy while engineering the industry's most sustainable portfolio of products and solutions.

- **Human Rights:** Create a powerful culture of diversity, equity, and inclusion. Advance human rights, social justice, and racial and gender equality across our ecosystem, raising the bar for all.

- **Digital Equity:** Lead in activating and innovating holistic solutions that break down the digital divide that prevents many from accessing the education, jobs, and healthcare needed to thrive. Drive digital inclusion to transform lives and communities.

Our strategy is rooted in science and is informed by HP's ESG materiality assessment, the United Nations Sustainable Development Goals an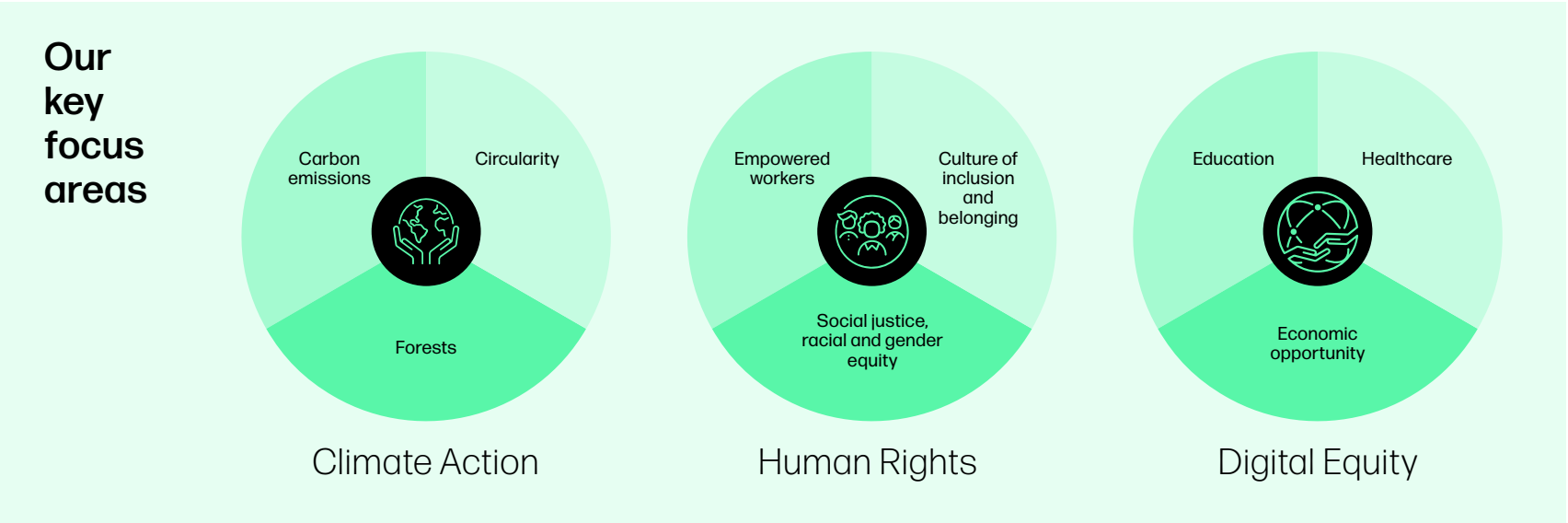d other external frameworks, ongoing engagement with stakeholders, and alignment with our core businesses. It prioritizes efforts where HP's technology, talent, and platform can do the most good. Above all, our strategy supports a culture shift that fully integrates Sustainable Impact and purpose throughout every aspect of our business and ecosystem.

We know we must stand for more than the products we sell, which is why Sustainable Impact is both a business imperative and a key differentiator for HP. In 2021, Sustainable Impact helped HP win more than US$3.5 billion in new sales.[1]

Businesses that can decouple growth from consumption and greenhouse gas (GHG) emissions, grow through an inclusive culture, and offer solutions to some of our greatest collective challenges will thrive in the long term. Through our focus on Sustainable Impact, we capitalize on what we do best while anticipating and preparing for the next wave of global challenges. We focus on doing the right thing, even when it is difficult, to deliver lasting value through the power of our technology.

In 2021, we issued HP's inaugural Sustainability Bond for US$1 billion, to help finance HP projects that contribute to a more sustainable and just future. See the HP Inc. Sustainability Bond progress statement.

The HP Amplify Impact™ program aligns with our Sustainable Impact strategy by seeking to educate, excite, and empower HP channel partners to create lasting positive change and maximize sustainable business opportunities. During 2021, more than 1,400 HP partners pledged to enroll in the program. In February 2022, we expanded HP Amplify Impact™ to over 40 countries, as we drive toward our objective of enrolling at least 50% of our more than 10,000 partners by 2025. As of April 2022, Amplify Impact partners had completed more than 10,000 sustainability training courses.

Our key focus areas

Climate Action — Carbon emissions, Circularity, Forests

Human Rights — Empowered workers, Culture of inclusion and belonging, Social justice, racial and gender equity

Digital Equity — Education, Healthcare, Economic opportunity

Climate Action

Our mission

Drive toward a net zero carbon, fully regenerative economy while engineering the industry's most sustainable portfolio of products and solutions.

How we're driving progress

The science is clear, and the time to act is now. The 2021 Intergovernmental Panel on Climate Change report, Climate Change 2021: The Physical Science Basis, demonstrates that making dramatic progress this decade is critical. As UN Secretary-General António Guterres noted, the publication is a "code red for humanity."

In April 2021, we announced our ambitious climate agenda, and set new goals across our value chain to combat climate change, focused on GHG emissions, circularity, and forests. We use science-based targets to drive progress across our business, consistent with emission levels required to limit global warming to 1.5°C. HP's five climate action strategic drivers—print and compute as a service, sustainable materials, supply chain decarbonization, energy efficiency, and forest investments—are intended to decouple growth from GHG emissions and resource consumption, drive innovation, and transform our design and business models.

By shifting toward circular design principles, we are working to increase value for customers while reducing environmental impacts across the value chain. During 2021, we used a total of 32,000 tonnes of postconsumer recycled content plastic in HP products—equivalent to 13% of overall plastic use.

To decarbonize our supply chain, we continue to increase engagement with HP suppliers. We provide support to help them set and meet their own goals, including science-based targets. Participants in our programs avoided 81,000 tonnes of CO_2e emissions[2] and saved 31 million kWh (US$3.9 million) in 2021.

Since 2016, HP brand paper has been derived from recycled or certified sources, and since 2020 this has also been the case for paper-based packaging for home and office printers and supplies, PCs, and displays.[3] We are now working to expand beyond our own value chain and counteract deforestation for the fiber of non-HP paper used in HP printing products and services through the HP Sustainable Forests Collaborative. In 2021, we pledged US$80 million to support the World Wildlife Fund (WWF) to help address potential impacts on forests from paper used in printing with HP printers by 2030.

To drive systemic change, we engage in advocacy, advancing policies that support collective progress. To extend our influence, we join with leading companies in emissions-reduction efforts, policy engagement, and goal setting, including through the Clean Energy Buyers Association, RE100, Ceres, CDP Supply Chain, and WWF's Climate Business Network.

Sustainable Impact goals

Goal	Progress in 2021	SDGs
Carbon emissions		
Reduce HP value chain GHG emissions by 50% by 2030 (compared to 2019), and achieve net zero emissions by 2040[4]	HP's carbon footprint of 28,459,500 tonnes of CO_2e in 2021 was 9% less than in 2019, primarily due to reductions related to product use resulting from increased energy efficiency and changes to the mix of products sold. Learn more.	13
Reduce Scope 1 and Scope 2 GHG emissions from global operations by 60% by 2025, compared to 2015[5]	HP's global operations produced 159,500 tonnes of Scope 1 and Scope 2 CO_2e emissions, 59% less than our 2015 baseline. Learn more.	13
Use 100% renewable electricity in our operations by 2025	HP's global operations procured and generated 264,054 MWh of renewable electricity and attributes, equivalent to 54% of our global electricity consumption. Learn more.	7, 13
Reduce HP product-use GHG emissions intensity by 30% by 2025, compared to 2015[6]	HP has achieved this goal for the second year in a row, with a 39% decrease through 2021, compared to 2015 (therefore, we will not report on this goal moving forward). Learn more.	12, 13
Circularity		
Reach 75% circularity for products and packaging, by 2030[7]	39% circular by weight.[8] Learn more.	12
Recycle 1.2 million tonnes of hardware and supplies by 2025, since the beginning of 2016	Recycled 764,800 tonnes. Learn more.	12
Use 30% postconsumer recycled content plastic across HP's personal systems and print product portfolio by 2025[9]	13% achieved. Learn more.	12, 14
Eliminate 75% of single-use plastic packaging by 2025, compared to 2018[10]	44% reduction, from an average of 221 grams/unit in 2018 to 124 grams/unit in 2021. Learn more.	12, 14
Reach zero waste in HP operations by 2025[11]	In 2021, we achieved an 86.4% landfill diversion rate globally. Learn more.	12
Forests		
Counteract deforestation for non-HP paper used in our products and print services by 2030.[12] Continue to source only sustainable fiber for all HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays.[13]	During the year, we addressed 23% of our total fiber footprint for paper used in our products and print services. Our programs counteracted deforestation for non-HP paper representing 19% of this footprint.[14] Since 2020, all HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays have been derived from recycled or certified sources.[15] During 2021, these equaled 4% of this footprint. Learn more.	13, 15
Water		
Reduce potable water withdrawal in global operations by 35% by 2025, compared to 2015, focusing on high-risk sites	HP withdrew 2,245,000 cubic meters of potable water across global operations in 2021, 30% less than in 2015, and focused reduction efforts on high-risk sites. Learn more.	6, 12

Human Rights

Our mission

Create a powerful culture of diversity, equity, and inclusion. Advance human rights, social justice, and racial and gender equality across our ecosystem, raising the bar for all.

How we're driving progress

We believe in creating a culture of inclusion, equality, and empowerment for our employees. We also believe in creating a platform for human rights that extends beyond HP, where we advocate for universal rights, strive for policies that fight racism, and advance social justice around the globe.

Our human rights policies and practices advance our commitment to upholding human rights and engaging with rights holders. Through our due diligence process, assessments, and audits, we identify issues that are salient to HP and then determine how to address impacts.

HP relies on one of the IT industry's largest supply chains, and in our supply agreements we require that all workers receive fair treatment, freely chosen employment, and safe working conditions. Through our supply chain responsibility program, we work to improve labor conditions within supplier factories and tackle industry-wide challenges such as forced labor and conflict

minerals. We measure improved performance through Supplier Responsibility Scorecards and develop capability-building programs that build essential worker and management skills to empower our suppliers' workforces.

We recognize the fundamental importance of privacy, security, and data protection, which are critical pillars of brand trust. We design these principles into our products, services, and operations, and strive to exceed legal minimums across all of our operations.

HP was built on the values of diversity, equity, inclusion, fairness, and equality. Fostering this culture within our business and across our value chain is a business imperative and is essential to serving our customers globally. HP's Board of Directors is one of the most diverse of any U.S. technology company. We encourage our suppliers and business partners to commit to diversity, equity, and inclusion goals, and to build the pipeline for diverse talent. We innovate to create inclusive technology that affirms human dignity, promotes independence, and unleashes creativity.

We are committed to embracing a culture that is not only against racism but actively anti-racist, and to using HP's platform, technology, and resources as a force for positive change. We accelerate this work through the HP Racial Equality and Social Justice Task Force. Learn more.

Sustainable Impact goals

Goal	Progress in 2021	SDGs
Empowered workers		
Double factory participation[16] in our supply chain sustainability programs by 2025, compared to 2015	HP has achieved this goal, with a 114% increase through 2021, compared to 2015 (therefore, we will not report on this goal moving forward). Learn more.	8, 10
Reach 1 million workers through worker empowerment programs by 2030, since the beginning of 2015[17]	Through 2021, we reached 349,000 workers. Learn more.	8, 10
Assure respect for labor-related human rights[18] for 100% of our key contracted manufacturing suppliers and higher-risk next-tier suppliers, by 2030	In 2021, we continued to conduct human rights assessments of our key contracted manufacturers. We intend to report assurance calculations for 2022. Learn more.	8, 10
Social justice, racial and gender equity		
Achieve 50/50 gender equality in HP leadership, by 2030[19]	Women represented 32.5% of director-level and above positions globally (as of October 31, 2021). Learn more.	5
Achieve greater than 30% technical women and women in engineering, by 2030	Women represented 22.7% of engineering and technology positions globally (as of October 31, 2021). Learn more.	5
Double the number of Black/African American executives[20] by 2025, from a 2020 baseline	Increased by 33%, compared with 2020—about one-third of the way to achieving the goal. Learn more.	8
Double Black/African American technical representation in the United States by 2025, from a 2020 baseline	Increased Black/African American technical representation in the United States from 2.3% to 2.6%. Learn more.	8
Meet or exceed labor market representation for racial/ethnic minorities in the United States, by 2030	Researched labor market data to determine benchmarks and baselines (in process). Learn more.	8
Culture of inclusion and belonging		
Maintain higher than 90% rating on internal inclusion index for all employee demographics annually[21]	Achieved a rating of 87%, compared with 89% in 2020. Learn more.	8
Ethics		
Maintain greater than 99% completion rate of annual Integrity at HP training among active HP employees and the Board of Directors[22]	99.2% of employees, including senior executives, completed Integrity at HP training, as well as all members of the Board of Directors. Learn more.	16

Digital Equity

Our mission

Lead in activating and innovating holistic solutions that break down the digital divide that prevents many from accessing the education, jobs, and healthcare needed to thrive. Drive digital inclusion to transform lives and communities.

How we're driving progress

Nearly half of the world's population remains unconnected to the internet and locked out of opportunity, including vital access to education, healthcare, and economic opportunity.

In 2021, HP set a goal to accelerate digital equity for 150 million people by 2030. Through the Digital Equity Accelerator (launched in early 2022),

we aspire to help pave the way toward a more equitable world where women and girls, people with disabilities and aging populations, historically excluded and marginalized communities, and educators and healthcare practitioners have access to the technology and resources they need to ensure their voices are heard.

We plan to achieve this through impactful programs, strategic investments, and partnerships. For example, we are supporting nonprofit NABU's work to improve childhood literacy in marginalized communities through books in children's native languages. We continue enhancing the HP Foundation's free HP LIFE program to make entrepreneurial skill building more accessible to all.

Along with our strategic partners, our employees contribute their time, resources, and skills to provide important support to local communities.

Sustainable Impact goals

Goal	Progress in 2021	SDGs
Digital Equity		
Accelerate digital equity[23] for 150 million people by 2030, since the beginning of 2021	Accelerated digital equity for 4.3 million people. Learn more.	4, 5, 8
Enroll 1.5 million HP LIFE users between 2016 and 2030	Enrolled 533,000 since 2016. Learn more.	4, 5, 8
Learning outcomes		
Enable better learning outcomes[24] for 100 million people by 2025, since the beginning of 2015	74.3 million students and adult learners have benefited from HP's education programs and solutions that advance quality learning and digital literacy, and enable better learning outcomes, since the beginning of 2015 (including 24 million in 2021). Learn more.	4, 5, 8
Community		
Contribute US$100 million in HP Foundation and employee community giving[25] by 2025 (cumulative since the beginning of 2016)	Reached US$73.4 million in HP Foundation and employee community giving. Learn more.	11, 17
Contribute 1.5 million employee volunteering hours by 2025 (cumulative since the beginning of 2016)	Reached 692,000 employee volunteering hours. Learn more.	11, 17

HP'S RESPONSE TO COVID-19

The COVID-19 pandemic has challenged businesses large and small, local and national governments, families, and individuals in ways few of us could have imagined.

The wellbeing of our employees and their families has remained a top priority. With many of our employees working from home, we have initiatives that promote physical and mental health and work/life balance, including through HP Spirit and Well Beyond. At our sites, we've put in place global policies and protocols based on guidance from healthcare

experts and public health leaders, and regularly review and update them to reflect the best, most current information available.

As conditions allow, we are moving into our next phase of return to office planning and are beginning to fully reopen HP offices on a site-by-site basis in line with local health and safety regulations.

In 2021, HP and the HP Foundation continued to support impacted communities around the world, contributing financial resources and

donating PCs, printers, and displays. In support of our goal to accelerate digital equity, we provided technology and other support to underserved students and families through Parents Supporting Parents. Learn more about HP's community giving and volunteerism.

US$389,000
in HP Foundation grants related to COVID-19

167,000+
COVID-19 vaccinations given through HP's CSR India team

Recognition

HP is recognized as one of the world's most sustainable companies.

GLOBAL 100 Named for the seventh year in a row to this list of the 100 Most Sustainable Corporations in the World	**ETHISPHERE WORLD'S MOST ETHICAL COMPANIES 2020 - 2022** One of the 2022 World's Most Ethical Companies—named to this list for the third year in a row	**CDP A LIST 2021 CLIMATE WATER FORESTS SUPPLIER ENGAGEMENT LEADER** Only technology company globally to receive a triple "A" rating across CDP's Climate, Water, and Forests lists and Supplier Engagement Leaderboard (for the 3rd year in a row)	**TERRA CARTA** Honored for commitment to and momentum toward creating sustainable markets
AMERICA'S MOST RESPONSIBLE COMPANIES 2022 Named #1 on *Newsweek*'s list for the third year in a row	Member of **Dow Jones Sustainability Indices** Powered by the S&P Global CSA Listed on the Dow Jones Sustainability World Index for the 10th time in a row	**3BL 100 Best Corporate Citizens 2022** Placed second among technology companies and fourth overall	**DEI BEST PLACE TO WORK FOR DISABILITY INCLUSION 2020** 100% score on the Disability Equality Index for the sixth year in a row
PLATINUM Top 1% 2021 ecovadis Sustainability Rating Rated among the top companies for corporate social responsibility for the 12th time in a row	**2021 Digital Inclusion Benchmark Top 15** Ranked seventh out of 150 ICT companies on digital inclusion in 2021	**DIVERSITY JOURNAL DIVERSITY LEADER INTERNATIONAL AWARD** Recognized for efforts to advance diversity and inclusion for the sixth year in a row	**A TOP 50 EMPLOYER WOMAN ENGINEER MAGAZINE** Named a Top 50 Employer by *Woman Engineer Magazine*
KNOW THE CHAIN Ranked second on the 2020 benchmark of ICT companies committed to addressing human rights issues within their supply chains	**ENERGY STAR AWARD 2022 PARTNER OF THE YEAR Sustained Excellence** Recognized for ongoing commitment to product energy efficiency for the fifth year in a row (third for Sustained Excellence)	**SmartWay Excellence Awardee 2021** Received SmartWay Excellence Award for the 10th time overall (eighth year in a row)	**SUSTAINABLE FINANCE AWARDS 2021 GLOBAL FINANCE** Awarded Outstanding Leadership in Sustainable Finance in 2021
CHRB Corporate Human Rights Benchmark Ranked among the top three ICT companies on the 2020 Corporate Human Rights Benchmark	**CLEAN200** Placed in the top 10 for clean energy for the fourth year in a row	**BEST PLACES TO WORK 2022 for LGBTQ+ Equality 100% CORPORATE EQUALITY INDEX** Received a 100% score on the Corporate Equality Index for LGBTQ+ Equality for the 19th year	**AMERICA'S MOST JUST COMPANIES CNBC 2022** Named to JUST Capital's list for the fourth year in a row
Clean50 2020 TOP PROJECT Received award for efforts to address the challenge of ocean-bound plastics			

Governance

We integrate Sustainable Impact at all levels of the company.

Our executive leadership team, led by our CEO, retains overall responsibility for Sustainable Impact as part of our business strategy. All members of the executive leadership team oversee Sustainable Impact targets relevant to their organizations, and are evaluated annually against objectives related to Sustainable Impact, including climate change and diversity, equity, and inclusion. Performance against these and other business objectives is tied to total compensation.

The HP Board of Directors' Nominating, Governance and Social Responsibility (NGSR) Committee oversees the company's policies and programs relating to global citizenship and the impact of HP's operations; provides guidance and recommendations to the board on legal, regulatory, and compliance matters relating to political, environmental, global citizenship, and public policy trends; and reviews the annual Sustainable Impact Report. The Committee receives regular updates on Sustainable Impact strategy, metrics, results, and key risks and opportunities. The NGSR Committee provides guidance, and in some cases approval, on strategic priorities and investments. As disclosed in our 2022 proxy statement, several members

of our board have experience in environmental and social responsibility-related issues and topics, which we believe strengthens the board's oversight of HP's policies and programs relating to these issues and reinforces HP's commitment to sustainability and social responsibility.

The performance and compensation of our Chief Impact Officer, our Chief Sustainability Officer, and our Chief Diversity Officer are related to the management of HP Sustainable Impact and the achievement of related targets and metrics, both public and internal. Several other HP VPs, directors, and managers have a component of total compensation (salary and bonus) based on responsibility for, and effective implementation of, corporate initiatives to address climate action, human rights, and digital equity. Beginning in 2021, every HP employee is encouraged and supported to set a Sustainable Impact goal as part of their individual annual goal-setting process. Learn more.

The Sustainable Impact Steering Committee, composed of representatives from across HP's business units and global functions, provides additional oversight and helps manage progress against our goals.

Stakeholder engagement

We gain valuable insight through regular engagement with a range of stakeholders, including employees, investors, suppliers, customers, peer companies, public policymakers, industry bodies, nongovernmental organizations (NGOs), sector experts, and others. These interactions build our collective intelligence, help us prioritize critical issues, and provide insights into emerging opportunities and risks.

Our environmental, social, and governance (ESG) materiality assessment process is deeply informed by stakeholder engagement. In 2021, interviews with a wide range of internal and external stakeholders and the results of an external survey contributed to the analysis. Learn more.

Individual functions across the company drive our decentralized approach, engaging in ways that are most relevant to their objectives and operations. These include partnerships, sponsorships, collaboration on industry initiatives, customer and supplier education, supplier capability-building programs, supplier audits and assessments, conference participation, employee surveys, mentoring, and more. Appropriate stakeholders are identified based on factors such as expertise, willingness to collaborate, reputation, location, sphere of influence, and ability to scale and accelerate progress.

Examples of stakeholder engagement in 2021:

- **Decarbonization:** We engage in initiatives focused on increasing support for clean energy and combating climate change, including RE100, CDP Supply Chain, WWF's Climate Business Network, Business Ambition for 1.5°C, and Ceres. See Footprint, Supply chain responsibility: Environmental impact, Our facilities, and Circular and net zero carbon economy: Energy efficiency.

- **Circular economy:** We are working with partner organizations and suppliers to gain the most value from materials and to keep them in use, contributing to a circular economy. For example, with the Ellen MacArthur Foundation Circular Economy 100, we are driving progress toward a more circular materials- and energy-efficient future. We engage through the HP Sustainable Forests Collaborative to protect, restore, and improve responsible management of forests, and work with WWF's Forests Forward, the Forest Stewardship Council®, and our suppliers to ensure the fiber we use is responsibly sourced. See Renewable materials.

- **Human rights—supply chain:** We engage in multi-stakeholder collaborations, including the Responsible Business Alliance, Leadership Group for Responsible Recruitment, and Global Business Initiative for Business and Human Rights, to drive progress and elevate supply

chain best practices. See Human rights and Supply chain responsibility.

- **Digital divide:** We partner with UN Women and Girl Rising to advance education for women and girls, and we work with MIT Solve and NABU to advance digital literacy in communities around the world. See Education.

Many other examples of HP's stakeholder engagement are included throughout this report.

ESG materiality

We periodically conduct ESG materiality assessments to review relevant ESG topics, reconfirm our long-standing areas of focus, and clarify and shape our Sustainable Impact strategy, investments, and disclosures. This process enables us to focus our efforts on the areas where we can have the greatest impact, determine gaps in our approach, and identify trends and leadership opportunities for our business. ESG materiality assessment informs our goals-setting process, and we have set aggressive goals related to several of our most ESG-material topics to manage performance and drive long-term progress.

Throughout this report, we use the definition of "materiality" from the GRI (Global Reporting Initiative) Standards, which is different from the term as it has been defined by or construed in accordance with the securities laws or any other laws of the United States or any other jurisdiction, or as used in the context of our financial statements and financial reporting, or our reports filed with the U.S. Securities and Exchange Commission. Topics identified as ESG material for the purpose of this report should not be construed as being material for SEC or other financial reporting purposes.

Approach

In 2021, we engaged the sustainability consultancy Environmental Resources Management (ERM) to conduct an ESG materiality assessment. Through interviews, surveys, and other sources, we collected internal and external input on a wide range of topics to determine their relative importance to HP and to external stakeholders, and to understand the degree of impact we can have on each topic area.[1] Prior to this, our most recent ESG materiality assessment was conducted in 2019.

We collected input from a broad range of stakeholders—including HP employees and executives, customers, suppliers, investors, NGOs, and peer companies—to reflect a diverse range of views. To better understand HP's impacts and potential impacts related to each topic, the process incorporated the Future Fit Benchmark Technology Sector Impact Areas and Sustainable Development Goals Sector Survey. The assessment also took into account leading reporting frameworks such as the GRI Standards for sustainability reporting and the Sustainability Accounting Standards Board (SASB) Technology & Communications Hardware Standard.

Based on these inputs, we evaluated and ranked topics, then validated the results in a workshop with HP executives and experts. Our new 2021 ESG materiality matrix summarizes the outcome of this process.

Key findings

By integrating a broad range of inputs and fresh insights, our new ESG materiality assessment reflects the rapidly evolving landscape of ESG topics. In some cases, we combined topics or refined names or definitions to better reflect topic scope or content, and digital divide emerged as a new topic during the assessment.

In addition to determining HP's ESG material topics, several key themes emerged:

- It is critical to take aggressive near-term action on decarbonization, including by engaging suppliers to reduce climate impact throughout HP's value chain.

- Stakeholders increasingly expect transparent reporting on carbon footprint and related impacts, risks, and opportunities, as well as robust social impact data and metrics across the value chain.
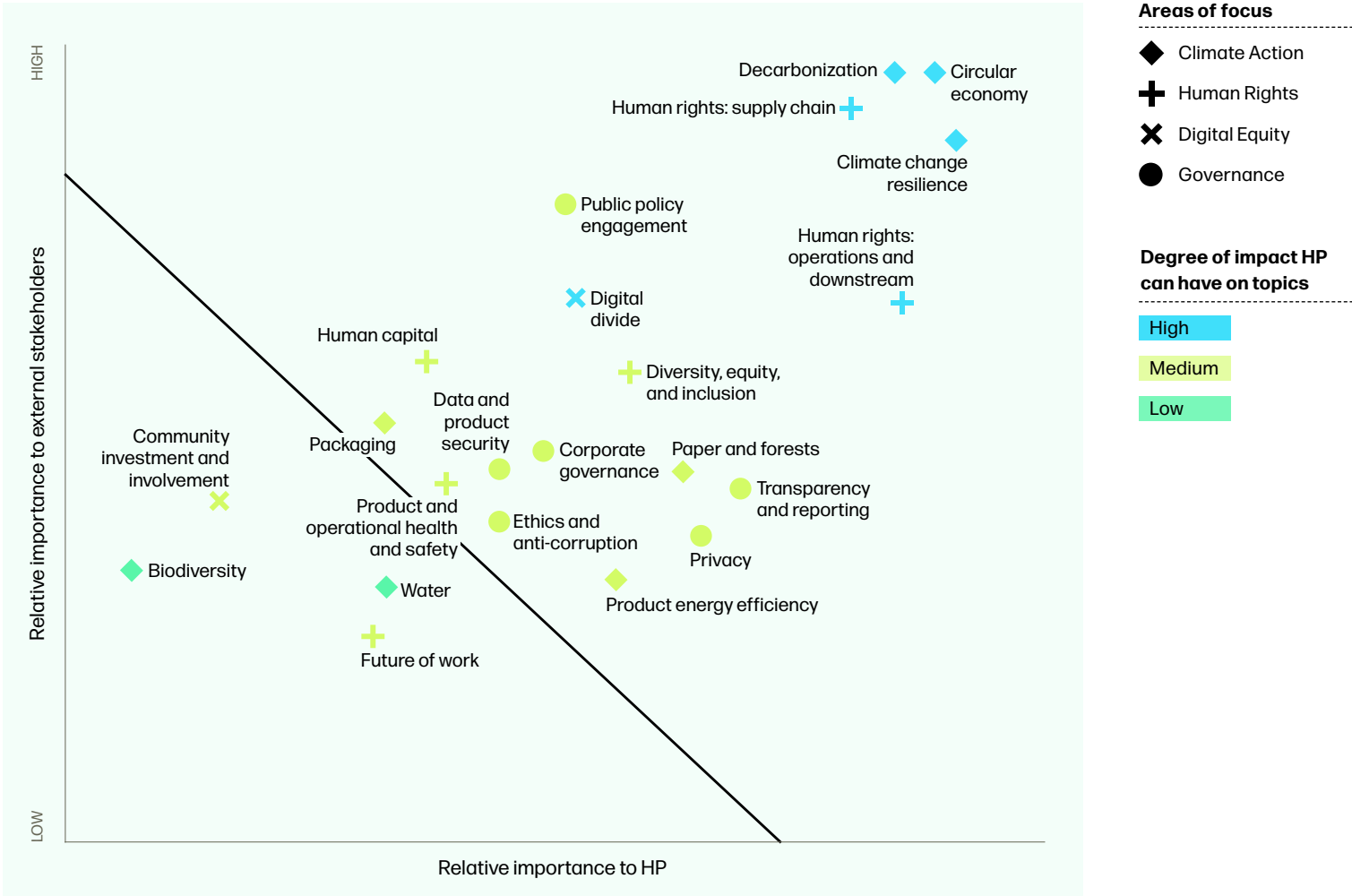
- HP has the potential to expand social and environmental value creation beyond the value chain, including by advocating for policy related to Climate Action, Human Rights, and Digital Equity.

- HP has an opportunity to lead our industry toward a more circular economy through closed-loop manufacturing, service-based 3D printing, and robust reuse, repair, and recycling programs.

- Human rights remain a key focus for customers, policymakers, and investors. Companies are expected to address related risks and opportunities across their value chains, including through cross-industry collaboration with suppliers and business partners.

- The digital divide is growing, and HP has an opportunity to collaborate with civil society, governments, and others to accelerate digital equity, particularly in the areas of work, education, and healthcare.

ESG materiality matrix

Our 2021 ESG materiality matrix maps topics by relative importance to HP's business success and to external stakeholders, while also summarizing the company's impact in each area. Topics above the diagonal are considered ESG material for the purpose of this report. Items below the ESG materiality threshold are not covered in as much detail, but remain important to HP.

Our ESG material topics list includes definitions, corresponding GRI Standards Topics, and boundaries for each topic.

HP 2021 ESG materiality matrix

Areas of focus

- ◆ Climate Action
- ✚ Human Rights
- ✖ Digital Equity
- ● Governance

Degree of impact HP can have on topics

- High
- Medium
- Low

Footprint

The manufacturing, delivery, and use of HP products and solutions requires a substantial amount of natural resources and energy use. Our carbon and water footprints cover our entire global value chain, from suppliers[1] to our operations and millions of customers worldwide. We were the first global IT company to publish a full carbon footprint, and one of the first to disclose a complete water footprint. We continue to measure and manage our environmental footprint across the value chain, always pursuing areas for improvement.

Transforming HP to help drive a more efficient, circular, and net zero carbon economy is central to our Sustainable Impact strategy.

HP has achieved triple "A" scores for transparency and action on climate, forests, and water for several consecutive years, and has also been recognized as a CDP Supplier Engagement Leader. See Recognition.

Carbon and climate impact

We strive to reduce the climate impact of our supply chain, operations, and products and solutions. HP's carbon footprint in 2021 equaled 28,459,500 tonnes of carbon dioxide equivalent (CO_2e), 3% less than in 2020. An 11% decrease in GHG emissions associated with product use more than offset a 3% increase related to product manufacturing and a 13% rise related to product transportation. This reduction was driven in part by the increased energy efficiency of our products as well as the continued impact of COVID-19 on sales of different product lines, particularly a shift toward Chromebooks, other notebooks, and inkjet printers, which tend to be lighter and are more energy efficient than desktop PCs and LaserJet printers.

While GHG emissions from our operations only represent 1% of our footprint, we work to demonstrate leadership in emissions management, reduction, and disclosure. Our global operations produced 159,500 tonnes of Scope 1 and Scope 2 CO_2e emissions during 2021, a 7% decrease compared to 2020.

2030 AND 2040 GOALS

Reduce HP value chain GHG emissions by 50% by 2030 (compared to 2019), and achieve net zero emissions by 2040[1]

PROGRESS IN 2021

HP's carbon footprint of 28,459,500 tonnes of CO_2e in 2021 was

9%

less than in 2019, primarily due to reductions related to product use resulting from increased energy efficiency and changes to the mix of products sold.

See additional GHG emissions-reduction goals.

METHODOLOGICAL UPDATES

This report reflects several methodological updates to improve the accuracy of our carbon footprint calculations and to align with our 2030 GHG emissions-reduction goal. These include:

- Personal systems: Using a new life cycle assessment (LCA) tool, which allows for updated and refined modeling based on HP-specific parameters, to calculate GHG emissions associated with personal systems.

- Paper: Using the tonnage of HP brand paper sold during the year to calculate associated GHG emissions, and not including GHG emissions associated with non-HP brand paper used in HP printers. These emissions are now included in Scope 3 category 1 instead of category 11. This aligns with guidance regarding indirect use-phase GHG emissions associated with product use from the GHG Protocol and the Science Based Targets initiative (SBTi).

- Nonproduction suppliers: Adding GHG emissions associated with nonproduction suppliers, based on data provided by those suppliers. Learn more.

Based on our updated methodology, we have restated GHG emissions data for 2019 and 2020, for comparability. These methodological updates impact Scope 3 categories 1, 4, 9, 11, and 12.

HP carbon footprint, 2021

28,459,500 tonnes CO_2e

18,300,000*

— Nonproduction suppliers
140,000

— Print**
4,910,000

— Personal systems
13,200,000

Print —
200,000

Personal systems
700,000

900,000

100,000   100,000

Materials extraction through manufacturing   **Capital goods**   **Upstream energy production**   **Product transportation**

139,400   20,100   0***   100,000

Facilities   **Transportation fleet**   **Business travel**   **Employee commuting**

8,700,000

— Print
1,500,000

— Personal systems
7,200,000

100,000   0   0

Product energy use   **Product end of service**   **Buildings leased to others**   **Investments**

Supply chain (68%)	Operations (1%)	Products and solutions (31%)

*Segments do not add up to total due to rounding.
**Includes HP brand printer and copier paper sold, which represented 0.5% of our carbon footprint.
***This value is zero due to rounding.

See also:

▪ Description of our methodology in the HP Carbon accounting manual.

▪ Full list of our GHG emissions-reduction goals and progress.

▪ Full carbon footprint data for 2019–2021.

▪ GHG emissions-reduction initiatives across our business: Supply chain, Our facilities, and Products and solutions.

▪ Task Force on Climate-Related Financial Disclosures index (includes links to detailed disclosures throughout this report, the HP 2022 Proxy Statement, and our CDP submissions).

▪ HP CDP Climate Change response.

See data table for specific Scope 1, 2, and 3 category GHG emissions reporting.

Water

Many parts of the world grapple with the availability and quality of water, and HP calculates, discloses, and works to reduce water use across our global value chain.

In 2021, our water footprint equalled 146,756,000 cubic meters,[1] 8% less than in 2020. This resulted primarily from a reduction in indirect water consumption from electricity generation associated with HP product use, which more than offset water consumption in HP's supply chain.

Although water withdrawal in operations only represents 2% of our footprint, we have direct control over those activities. We work to minimize water withdrawal within our facilities and demonstrate strong practice for others in the industry and beyond.

See also:

▪ Description of our methodology in the HP Water accounting manual.

▪ Full water footprint data for 2019–2021.

▪ Water-use reduction initiatives across our business: Supply chain, Our facilities, and Products and solutions.

▪ HP CDP Water Security response.

Data

Carbon footprint (Scopes 1–3)*

	2019	2020	2021
GHG emissions from operations [tonnes CO_2e]	215,800	171,000	159,500
Americas	49,600	41,000	39,000
Europe, Middle East, and Africa	57,900	48,100	47,300
Asia Pacific and Japan	108,300	81,900	73,200
GHG emissions intensity* [tonnes CO_2e/US$ million of net revenue]	3.7	3.0	2.5
GHG emissions by scope [tonnes CO_2e]			
Scope 1			
Scope 1 emissions, by region	61,900	50,600	48,700
Americas	47,100	39,400	38,800
Europe, Middle East, and Africa	13,400	10,600	9,200
Asia Pacific and Japan	1,400	600	700
Scope 1 emissions, by type			
Natural gas	23,800	21,400	22,700
Americas	20,500	19,300	20,700
Europe, Middle East, and Africa	2,200	1,800	1,700
Asia Pacific and Japan	1,100	300	300
Diesel/gas/oil/LPG****	200	300	300
Americas	200	200	100
Europe, Middle East, and Africa	0	0	0
Asia Pacific and Japan	0	100	200
Transportation fleet[†]	33,300	24,000	20,100
Americas	22,800	17,000	14,300
Europe, Middle East, and Africa	10,200	6,800	5,600
Asia Pacific and Japan	300	200	200

	2019	2020	2021
Refrigerants (hydrofluorocarbons (HFCs))[††,†††]	1,100	2,100	1,900
Americas	100	100	0
Europe, Middle East, and Africa	1,000	2,000	1,900
Asia Pacific and Japan	0	0	0
Perfluorocarbons (PFCs)[†††]	3,500	2,800	3,700
Americas	3,500	2,800	3,700
Europe, Middle East, and Africa	0	0	0
Asia Pacific and Japan	0	0	0
Carbon dioxide (CO_2)[†††]	57,100	45,700	43,100
Nitrous oxide (N_2O)[†††]	200	0	0
Methane (CH_4)[†††]	100	0	0
Scope 2 (market-based method)[††††]			
Scope 2 emissions, by region	153,900	120,400	110,800
Americas	2,500	1,600	200
Europe, Middle East, and Africa	44,500	37,500	38,100
Asia Pacific and Japan	106,900	81,300	72,500
Scope 2 emissions, by type	153,900	120,400	110,800
Purchased electricity for operations	152,900	119,600	110,100
Americas	2,500	1,600	200
Europe, Middle East, and Africa	44,500	37,500	38,100
Asia Pacific and Japan	105,900	80,500	71,800
District cooling and heating (purchased) for operations	1,000	800	700
Americas	0	0	0
Europe, Middle East, and Africa	0	0	0
Asia Pacific and Japan	1,000	800	700

	2019	2020	2021
Scope 2 (location-based method)			
Scope 2 emissions, by region	226,400	203,600	198,200
Americas	67,100	60,700	55,600
Europe, Middle East, and Africa	48,300	44,900	44,700
Asia Pacific and Japan	111,000	98,000	97,900
Scope 2 emissions, by type	226,400	203,600	198,200
Purchased electricity for operations	225,400	202,800	197,500
Americas	67,100	60,700	55,600
Europe, Middle East, and Africa	48,300	44,900	44,700
Asia Pacific and Japan	110,000	97,200	97,200
District cooling and heating (purchased steam) for operations	1,000	800	700
Americas	0	0	0
Europe, Middle East, and Africa	0	0	0
Asia Pacific and Japan	1,000	800	700
Scope 3^ [tonnes CO_2e]	31,170,000	29,020,000	28,300,000
Materials extraction through manufacturing (category 1; also see Greenhouse gas emissions on page 36)	18,300,000	17,900,000	18,300,000
Capital goods (category 2)	300,000	100,000	100,000
Upstream energy production (category 3)^^	100,000	100,000	100,000
Transportation (categories 4 and 9; also see Product transportation on page 37)^^^	800,000	800,000	900,000
Waste generated in operations (category 5)	De minimis^^^^	De minimis	De minimis
Business travel (category 6)‡	70,000	20,000	De minimis
Employee commuting (category 7)	200,000	200,000	100,000
Upstream leased assets (category 8)‡‡	N/A	N/A	N/A
Processing of sold products (category 10)	N/A	N/A	N/A
Product energy use (category 11)‡‡‡	11,300,000	9,800,000	8,700,000
Product end of service (category 12)	100,000	100,000	100,000
Buildings leased to others (category 13)	De minimis	De minimis	De minimis

	2019	2020	2021
Franchises (category 14)	N/A	N/A	N/A
Investments (category 15)	De minimis	De minimis	De minimis

* To calculate Scope 1, Scope 2, and Scope 3 emissions, HP has followed the principles outlined in the Greenhouse Gas Protocol. Additional details on calculations and methodology can be found in the HP Carbon accounting manual. Scope 1 GHG emissions include CO_2, CH_4, N_2O, HFCs, and PFCs. No biogenic emissions are present in this category. Scope 2 GHG emissions include CO_2, CH_4, and N_2O. No biogenic emissions are present in this category. Scope 3 GHG emissions:
- Materials extraction through manufacturing (category 1), Transportation (categories 4 and 9), Product use (category 11), and Product end of service (category 12) include CO_2, CH_4, N_2O, HFCs, PFCs, SF_6, and NF_3, and represented approximately 99% of our Scope 3 emissions in 2021. Biogenic emissions are present and captured in the paper emissions factor of HP paper manufactured (category 1).
- Capital goods (category 2) includes CO_2, CH_4, N_2O and HFCs, and represented 0.35% of our Scope 3 emissions in 2021.
- Upstream energy production (category 3), Waste generated in operations (category 5), and Business travel (category 6) includes CO_2, CH_4 and N_2O, and represented 0.35% of our Scope 3 emissions in 2021.
- Employee commuting (category 7), Buildings leased to others (category 13), and Investments (category 15) include CO_2, and represented 0.35% of our Scope 3 emissions in 2021.
- Upstream leased assets (category 8), processing of sold products (category 10), and franchises (category 14) are not applicable to HP.

** Total includes HP's reported values for Scope 1 and Scope 2 market-based method emissions in table.

*** Emissions-intensity values were calculated using HP's annual revenue as characterized in financial reporting and Scope 1 and Scope 2 GHG emissions.

**** HP does not estimate or extrapolate diesel use for nonreporting sites.

† CO_2e emissions associated with CH_4 and N_2O account for less than 1% of total CO_2e emissions in this category,

†† HP collects all refrigerant consumption data from local facility maintenance teams company-wide, directly accounting for facilities' refrigerant leakage and use and avoiding the need for extrapolation. We use various tools and sources for global warming potential and ozone depletion values, including the Greenhouse Gas Protocol's GHG Emissions from Refrigeration and Air Conditioning tool, IPCC Second Assessment Report (1995).

††† The total for 2019 of refrigerants, PFCs, CO_2, N_2O, and CH_4 varies by less than 1% from Scope 1 emissions, by region, due to rounding.

†††† Data in this section uses the market-based method. Due to the availability and feasibility of acquiring the data, the company only obtained utility-specific emission factors for its sites in Glasgow, Scotland; León and Madrid, Spain; and Palo Alto and San Bernardino, California; Boise, Idaho; Indianapolis, Indiana; Albuquerque, New Mexico; and Socorro, Texas, in the United States.

^ See Methodological updates on page 15.

^^ Scope 2 GHG emissions used to calculate this category were determined using the location-based method.

^^^ This product transportation data is based on LCA-based estimates. It uses a combination of HP-specific and industry data, and includes additional upstream and downstream transportation related to our products. This data may differ from data reported by product transportation suppliers that HP contracts to deliver our products, as presented on pages 37 and 44.

^^^^ De minimis values are less than 0.25% of total Scope 3 emissions.

‡ HP's global travel agency provides values that take into account the type of aircraft, passenger load, cabin class, and miles traveled for each ticketed trip. This data also includes rail travel carriers and distance traveled. Although these values fall below our quantitative reporting threshold of 0.25% of total Scope 3 emissions and could be reported as de minimis, we choose to report this category due to our ability to directly track this data, our level of influence over these emissions, and stakeholder expectations in this category.

‡‡ All facilities are accounted for in Scope 1 and 2. Leased furniture and equipment are included in Capital goods (category 2).

‡‡‡ Scope 3 emissions from inkjet and LaserJet printers that HP manufactures for sale and service by other original equipment manufacturers are excluded from our carbon footprint. In 2021, these printers represented less than 5.3% of HP printers manufactured in the reporting year, and consequently, their associated emissions represented less than 6.5% of the product life cycle emissions of all HP-manufactured printers. Scope 1 and 2 emissions from the manufacturing of these printers at HP-operated facilities is captured in the Scope 1 and 2 data reported in this year's report.

Water footprint*

	2019	2020	2021
Water consumption in HP supply chain—direct use in operations** [cubic meters]	19,700,000	18,500,000	20,200,000
Water consumption in HP supply chain associated with the generation of electricity [cubic meters]	40,000,000	38,400,000	43,000,000
Water withdrawal in HP operations [cubic meters]	2,930,000	2,597,000	2,556,000
Water withdrawal associated with the generation of electricity used in HP operations [cubic meters]	2,300,000	2,100,000	2,100,000
Water consumption associated with the generation of electricity used by HP products*** [cubic meters]	103,600,000	97,600,000	78,900,000

* Methodological updates to improve the accuracy of our carbon footprint calculations also impacted calculations in the following water footprint categories: water consumption in HP supply chain—direct use in operations, water consumption in HP supply chain associated with the generation of electricity, and water consumption associated with the generation of electricity used by HP products. Please see Methodological updates on page 15 for more detail. Some data for 2019 and 2020 are restated as a result. Additional details on calculations and methodology can be found in the HP Water accounting manual.

** This metric reports the amount of water consumed by HP's multi-tier supply chain, and not the amount withdrawn by first-tier suppliers as reported on page 38. Because water withdrawn can also be returned, water consumption is inherently lower.

*** Indirect water consumption from inkjet and LaserJet printers that HP manufactures for sale and service by other original equipment manufacturers is excluded from our water footprint. In 2021, these printers represented less than 5.3% of HP printers manufactured in the reporting year, and consequently, their associated indirect water consumption during product use represented less than 6.6% of the product life cycle water consumption of all HP-manufactured printers. Water consumption from the manufacturing of these printers at HP-operated facilities is captured in the direct water consumption data reported in this year's report.

Integrity and human rights

Ethics and anti-corruption

We expect everyone at HP to meet the highest ethical standards and to treat others with integrity, respect, and fairness. A strong commitment to our values underpins our efforts, reinforced by in-depth training and communication, and upheld through targeted policies and strong governance. Conducting business with integrity is central to HP's culture. In 2022, our commitment was recognized for the third consecutive year when HP was named one of the World's Most Ethical Companies® by Ethisphere.

HP is committed to complying with all applicable laws and regulations everywhere we operate. We also require ethical conduct by our suppliers and partners and use our scale and influence to drive progress across the broader IT industry. See Human rights and Supply chain responsibility.

Ethics

Training and communication

The annual training on Integrity at HP—our employee code of conduct—covers key policies, procedures, and high-risk issues that employees might face, and incorporates scenarios based on actual investigations. Each year, HP requires all employees to complete this training, including content on anti-corruption, conflicts of interest, accurate business records, and anti-retaliation. Additionally, the training includes manager-specific content to ensure that managers are aware of their responsibilities in reinforcing HP's commitment to ethical behavior. During 2021, all members of HP's Board of Directors received Integrity at HP content relevant to their positions, and certified that they had read it.

Regular training, newsletters, and virtual coffee talks help to reinforce the values and content outlined in Integrity at HP. Employees can also access Integrity Central, a comprehensive library of ready-to-use material on key ethics topics, with toolkits, posters, infographics, training materials, and scenarios. In 2021, the Ethics Office continued to expand the content available in Integrity Central, growing the library of translated training courses, videos, posters, and infographics.

ONGOING GOAL

Maintain greater than 99% completion rate of annual Integrity at HP training among active HP employees and the Board of Directors

PROGRESS IN 2021

99.2%

of employees, including senior executives, completed Integrity at HP training, as well as all members of the Board of Directors[1]

Ethics and compliance governance at HP

Board of Directors
The Board of Directors is responsible for overseeing ethics and compliance at HP. Chip Bergh is the Chairman. All members are independent directors, excluding Enrique Lores, president and chief executive officer, HP Inc.

Board of Directors Audit Committee
Provides non-executive input and guidance to the Ethics and Compliance Office.

Ethics and Compliance Committee
Composed of HP executives and provides oversight and guidance on the design and implementation of our ethics and compliance program.

Ethics and Compliance Office
(within Global Legal Affairs)

Manages ethical issues across our global operations. Specific responsibilities include oversight of Integrity at HP, coordination of the company's Compliance Assessment Program, management of anti-corruption and privacy, and the design and management of processes that prevent, mitigate, and remediate all related business impacts.

See governance information online, including the board's composition, committees, and charters, as well as our company bylaws and Corporate Governance Guidelines.

Reporting concerns

We make it easy for our employees and third parties to ask questions and report ethics concerns about the broad range of ESG issues. Reporting avenues are available to 100% of employees and include an online form, global in-country 24-hour toll-free phone lines with translation, text messaging (in the United States), mail, and in person. We offer anonymous reporting options where allowed by law. At any time, employees can also reach out to their manager or another leader under HP's Open Door Policy, seek advice from internal ethics and compliance experts, or consult Internal Audit, Human Resources, local Integrity at HP teams, or Integrity at HP liaisons. HP does not tolerate retaliation against anyone who raises a concern or question.

Items reported to global Integrity at HP team or other compliance functions in 2021

percentage of total

Total number of reported items in 2021: 123

	2021
Human resources	30%
Anti-corruption*	5%
Misuse of assets	17%
Fraud	15%
Theft	5%
Brand protection/channel	7%
Conflicts of interest	8%
Inaccurate records	11%
Competition	2%
Total	100%

* Includes allegations of commercial bribery, kickbacks, and Global Business Amenities Policy violations, as well as alleged corruption related to foreign public officials.

Investigating concerns

Suspected violations of Integrity at HP damage trust in our company. We take all alleged violations seriously, ensure responses are timely, and take disciplinary or remedial actions when appropriate, including coaching, written warnings, and, in serious cases, termination. Serious violations may impact an employee's Total Rewards package (subject to local labor laws and where legally permissible).

When appropriate, representatives from our Legal, Controllership, and Human Resources teams (including dedicated Employee Relations investigators from Human Resources) conduct local investigations. Escalated allegations are investigated by a dedicated global Integrity investigations team. HP's investigation process continues to evolve, with improved resources and technology to perform investigation-related functions in-house and to respond promptly to concerns. Additionally, our global case management tool enables us to identify emerging trends in ethics violations and to assess where additional controls may be needed.

Anti-corruption

Corruption disrupts fair competition, and is at odds with HP values. We do not tolerate corrupt behavior of any kind, including bribery and kickbacks.

Our Anti-Corruption Policy and compliance program require our employees, partners, and suppliers to follow all applicable national laws and regulations, including the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. Although HP is not certified to an anti-corruption management system, all of our operational sites and subsidiaries are required to follow HP's Anti-Corruption Policy and are subject to HP's compliance program and procedures (or a comparable subsidiary-level policy and compliance program).

Risk assessment and audits

HP conducts regular internal assessments of corruption-related risks across 100% of our global operations, including detailed reviews of the company's global policies and processes applicable to all business units and global functions worldwide. We also use internal data and Transparency International's Corruption Perceptions Index (CPI) to identify high-risk regions and assess risks related to our business. The public sector data analytics tools and processes we adopted in 2019 have enhanced HP's ability to monitor and mitigate potential risk from its public sector business. These tools are subject to regular review and improvement to enhance the quantity and quality of available data.

We also periodically retain outside experts to assess our anti-corruption policies and programs. We benchmark our approach against peer companies to identify best practices in areas including operational procedures, employee education, and supplier and partner training and monitoring.

Complementing these assessments, HP conducts regular audits focused on potential corruption risks in our operations. These audits include end-to-end review and testing of compliance policies and processes.

Potential corruption risks are reviewed using HP transactional data and third-party corruption assessments. The Anti-Corruption team may then take various actions to appropriately minimize or eliminate identified risk. This can include termination of partner contracts or special handling measures.

Third-party management and due diligence

HP performs ongoing risk-based due diligence of third parties that support our business, including channel partners, sales intermediaries, suppliers, and lobbyists. We communicate HP's anti-corruption standards and requirements to 100% of these third parties through contractual terms and conditions as well as our Partner Code of Conduct and Supplier Code of Conduct. HP requires all partners and suppliers, respectively, to comply with our Partner and Supplier Codes of Conduct.

HP has implemented and maintains a robust risk-based legal and regulatory due diligence program to detect, mitigate, and prevent third-party anti-corruption compliance risks and violations.

We determine risk levels based primarily on completion of our due diligence questionnaire by the third party (every three years, for existing partners and suppliers) as well as the country-level CPI. Based on these items, HP decides whether to conduct an additional due diligence investigation. If we determine that the risk cannot be mitigated, we apply consequences to the relevant third party by removing access to specific benefits and/or terminating any contract with HP.

HP requires third parties to complete due diligence on a predetermined basis. In general, all channel partners must complete this process before beginning a contractual relationship with HP and then undergo a renewal process at least

once every three years. Third parties receive training as part of HP's due diligence process.

Training and communication

We deliver comprehensive anti-corruption content to all employees through annual Integrity at HP training, as well as to all members of the Board of Directors. We also communicate year-round with our employees to reinforce our policies, controls, and training.

Additionally, targeted employee training is provided to cover specific anti-corruption risks relevant to business functions, roles, and responsibilities. In 2021:

- Over 13,100 employees (99% of the employees assigned) who support HP's public sector business or work in higher-risk jobs completed this training. Of these, 33% were in the Americas, 35% in Asia Pacific and Japan, and 32% in Europe, the Middle East, and Africa.

- About 3,390 employees (92% of the relevant employee base) completed training on the requirements for doing business with the U.S. government.

Due to COVID-19-related travel restrictions during the year, these trainings were conducted virtually.

Requirements for mitigating anti-corruption risk associated with charitable giving are communicated to employees through the HP Global Charitable Contributions Policy, and risks are mitigated through the grantmaking process.

Human rights

HP's stance on human rights is clear and uncompromising. We embrace our responsibility to respect human rights, continually monitoring emerging human rights expectations and best practices.

Approach

We are committed to ensuring that everyone within HP and throughout our value chain is treated with dignity and respect. We insist that all workers are treated fairly and have safe working conditions and freely chosen employment.

Policies and commitments

In 2021, HP strengthened its Human Rights Policy (available in 24 languages), which advances our commitment to upholding human rights, engaging with rights holders, and embedding our approach throughout our business and value chain. This policy and our Sustainable Impact strategy recognize that social and environmental issues are interconnected, and many have human rights dimensions. We work for holistic change across a broad range of areas.

We have developed specialized policies and practices to support our human rights commitments, including those addressing supply chain responsibility, responsible minerals sourcing, human resources, diversity, equity, and inclusion, racial equality, privacy and data protection, accessibility, and environmental sustainability.

Our policy commitment includes respecting human rights in accordance with the United Nations Guiding Principles on Business and Human Rights (UNGPs) and the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises. We commit to respect internationally recognized human rights as expressed in the:

- International Bill of Human Rights, meaning the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, and the International Covenant on Economic, Social and Cultural Rights.

- International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

In addition, we continue to support the Ten Principles of the United Nations Global Compact.

We also commit to comply with local laws and regulations. Where laws are silent as to protected human rights or are less stringent than our approach, we work diligently to develop solutions to advance our commitment, supporting progress wherever possible.

Technology and human rights

Technology has the potential to improve the lives of people around the world. However, we recognize that technology can also be used for unintended purposes or in contexts that create adverse human rights impacts.

We sell PCs and printers to consumers, businesses, and governments worldwide. These products and technologies are widely available in the market from HP and its competitors. To avoid the misuse of our products and solutions, HP is committed to complying with all relevant sanctions, restrictions, and embargoes imposed by national governments or international organizations across our worldwide operations. In all of our business, we prioritize the highest standards of corporate ethics, and we operate in strict accordance with all applicable laws and regulations.

When we identify potential human rights risks within our value chain, we conduct human rights due diligence. When others make allegations linking our business to adverse human rights impacts, we investigate the claims in line with our Human Rights Policy. Wherever we can exert influence to mitigate alleged human rights impacts we do so.

Governance and accountability

Our President and Chief Executive Officer, who is also a member of our Board of Directors, approved our Human Rights Policy, and our Head of Corporate Affairs holds operational accountability for this policy. The Head of Corporate Affairs, Chief Supply Chain Officer, and Chief People Officer are responsible for

human rights across HP. The company operates an internal Human Rights Council to further promote the integration of our Human Rights Policy. The Council is chaired by an HP executive who has performance incentives to manage the company's human rights program. The Council is informed by independent external human rights experts. Board-level oversight is provided by the Nominating, Governance and Social Responsibility Committee of HP's Board of Directors.

Training

In 2021, 99.2%[1] of employees (including senior executives) completed annual Integrity at HP training, which typically includes some human rights-related content. For Human Rights Day on December 10, 2021, we released an employee awareness video explaining human rights and why they matter, as well as highlighting our legacy of respecting human rights at HP.

Disclosures

In addition to our Sustainable Impact Report, we also publish the HP Modern Slavery Transparency Statement.

Human rights due diligence

Building on our knowledge and capabilities, and in line with the UN Guiding Principles on Business and Human Rights, we are responding to new challenges, assessing risks, and monitoring our performance. Progress includes being transparent about issues we face and discover, and how we are resolving them. We practice human rights due diligence across our business on our salient human rights issues (starting with our own operations) including identification, investigation, prevention, and mitigation of adverse human rights impacts that the business may cause or contribute to through its own activities, or which may be directly linked to our operations, products, or services by our business relationships.

Risk assessment

Our human rights due diligence process is structured to identify and address human rights risks and impacts across our value chain. Given HP's large global footprint, prioritization is critical to the program's effectiveness. We prioritize risks based on salience—the severity and likelihood of adverse impacts on stakeholders we might affect directly or indirectly. We strive to continually improve our program by expanding responsible business conduct, ceasing, preventing, or remedying the impact, and reporting on implementation and results.

In late 2021, we engaged external human rights experts to assist us in governance assessment and a global human rights risk assessment. The process, which is ongoing, will include reviewing stakeholder concerns across our sector, engaging with potentially affected stakeholders and civil society organizations, and reviewing policies and procedures with reference both to proposed human rights laws and to how our voluntary commitments align to the UN Guiding Principles on Business and Human Rights and the UN Sustainable Development Goals.

The assessments will help us identify our priority human rights risks across our value chain, assess the ability of our policies and procedures to encompass new expectations and requirements, and inform creation of a tailored action plan to help drive further enhancements to our human rights efforts. We plan to share highlights when our evaluation is finalized.

Audits and assessments

We use audits and specialized assessments to help assess performance and identify corrective action where required. Use of audits and assessments is prioritized by level of risk. As a member of the Responsible Business Alliance (RBA), we base our Supplier Code of Conduct on the RBA Code of Conduct and use the RBA Validated Audit Process and Audit Protocol. We only use certified auditors, and most audits are conducted by third-party auditing firms.

The scope of on-site audits and specialized assessments depends on the nature of the work performed by the entity and the nature of the prioritized risks. For most of our production suppliers, we conduct full audits against our Supplier Code of Conduct. For nonproduction suppliers, we may conduct audits only covering those portions of the Supplier Code of Conduct that are relevant to their operations.

Grievance mechanisms

We offer multiple channels for our employees and third parties, such as workers in our supply chain, to ask questions and report concerns. We do not tolerate retaliation against those who engage in our grievance processes, and we expect the same from our business partners.

We collaborate to provide access to effective remedy and monitor reported grievances, regardless of source, through to resolution. We also track and assess allegations of potentially adverse human rights impacts that are brought to our attention outside of the grievance process, and take appropriate actions when allegations are confirmed. Learn more.

Privacy

HP recognizes the fundamental importance of privacy, security, and data protection to our employees, customers, and partners worldwide. This is a critical pillar of brand trust and increasingly a source of competitive advantage in an era of accelerated innovation, global data proliferation, and fast-changing regulatory frameworks. We build privacy, security, and data protection into the design and development of our products, services, and operations. We strive to provide protections that exceed legal minimums across all our operations, and to deploy consistent, rigorous policies and procedures to give our customers, employees, and partners confidence when sharing information with us and using our products and services.

See our Privacy website for additional information.

Approach

Our rigorous policies and standards are designed to keep personal data safe and respect privacy:

- Our Privacy Statement describes our privacy practices, as well as the choices users can make and the rights they can exercise related to personal data.

- We maintain internal policies and standards that align with international data protection and privacy principles worldwide. These policies and standards cover the data life cycle and continually strengthen privacy protections to

meet the requirements of changing regulations and evolving circumstances. This includes implementing enhanced internal policies and procedures to address our obligations as a data controller and processor, and to ensure that data subject rights are respected.

- Our privacy accountability and compliance framework outlines our procedures and organizational controls for assessing and managing risks associated with collecting and handling personal data. It's based on requirements for accountability as defined by global laws and regulations.

- Our Data Protection Officer, together with HP's Privacy and Data Protection team, provides oversight and leadership for compliance, working closely with appointed privacy leads in business teams throughout the company.

- HP's Health Insurance Portability and Accountability Act (HIPAA) Compliance Office oversees compliance with HIPAA laws where they are triggered by our commercial services engagements.

In 2021, all HP employees were required to complete our privacy principles training, and 97% of employees completed the course during the six-week campaign. The training is intended to reinforce HP's privacy and data protection principles, and to ensure that employees understand how to respect and protect employee and customer privacy. During the year, we also offered access to online courses

that provide additional topic- and role-based training opportunities.

Throughout the year, several regulatory changes influenced adjustments to our privacy program, including requirements from the United States and China that increased emphasis on consent and individual data rights. In addition, as we continue our digital transformation journey, personal data governance is more critical to our business. To address these business and regulatory changes, we have launched a plan to further enhance our privacy capabilities in data environments and user experiences. We are also shifting our third-party privacy risk assessments approach from a questionnaire-based process to one based on evidence, through recognized and independent privacy certifications. To simplify the demonstration of privacy capabilities across global supply chains, we are embarking on this shift together with other companies.

Privacy complaints, breaches, and requests

HP complies with worldwide privacy and data breach notification laws and regulations, tracks the number of substantiated complaints from third parties and personal data requests made to HP by individuals, and maintains an internal incident-reporting process. Once a potential breach of personal data is identified, a core team—including representatives from privacy,

cybersecurity, legal, and communications— manages and communicates about the breach, including any commercial or legal obligations to notify customers.

In 2021, we saw a notable increase of data rights requests to HP. We believe this was caused by greater user awareness and empowerment in exercising rights as provided by law. See data.

Global standards and international data transfers

The secure movement of data is essential to our business. As legislation continues to evolve, our privacy and government relations teams work with governments worldwide to develop robust and globally interoperable privacy and data transfer frameworks. Learn more.

HP relies on lawful mechanisms for data transfer to drive accountability across the organization. HP is recognized by EU data protection authorities for our Binding Corporate Rules (BCRs), reflecting our high standards of data protection policies and procedures and enabling global data transfer within our company.

HP complies with the Asia-Pacific Economic Cooperation's Cross-Border Privacy Rules. Due to recent court rulings in Europe on the Schrems II case that invalidated the EU-U.S. Privacy Shield data transfer mechanism, HP no

Privacy-related complaints, breaches, and requests*

	2019	2020	2021
Substantiated complaints regarding breaches of customer privacy and losses of customer data at HP			
Substantiated complaints from outside parties (including customers)	14	22	37
Substantiated complaints from regulatory or other official bodies	1	2	4
Data breaches (total)**		28	33
Data breaches (reportable)**		1	4
Data requests made to HP*			
Right to access/know (completed)		137	156
Right to access/know (rejected)		36	49
Right to erasure/be forgotten (completed)		2,195	4,400
Right to erasure/be forgotten (rejected)		961	2,596

*Breaches of customer privacy cover any noncompliance with existing legal regulations and voluntary standards regarding the protection of customer privacy related to data for which HP is the data controller. Substantiated complaints are written statements addressed to the organization by regulatory or similar official bodies that identify breaches of customer privacy, or complaints lodged with the organization that have been recognized as legitimate by the organization.

**Reportable data breaches are those that are required to be reported by law. 2020 was the first year that HP disclosed this data in this report. The majority of the total data breaches were caused by human error or technical glitches and not a failure of our product or services security infrastructure.

***These data relate to requests made to HP by individuals globally. 2020 was the first year that HP disclosed this data in this report. The median number of days taken to respond to right to access/know requests and right to erasure/be forgotten requests in 2021 was 15.

longer relies on the Privacy Shield framework for data transfers. We are working to strengthen our committed transparency on this topic to our customers, and to the EU data protection authorities who authorize our BCRs, which permit ongoing data transfers outside the EU. We are also in the process of applying for BCRs in the UK following Brexit.

Cybersecurity

Cybersecurity is a key pillar of our digital transformation and a high priority for HP, our customers, and other stakeholders. Our holistic approach integrates cybersecurity across the value chain, including in the design, development, and delivery of our products, services, solutions, and operations. We build resiliency into our business model, and work to avoid cybersecurity incidents. When issues do occur, we rapidly identify and resolve them, protecting individuals, our customers, and HP.

Policies and standards

We maintain consistent, rigorous cybersecurity policies, standards, and procedures to give our customers, employees, and partners confidence when sharing data with us. The HP Cyber Security Policy Suite provides a framework for the company, informs overarching governance in this area, and underpins cybersecurity company-wide.

We educate employees about our policies and standards, as well as regulatory requirements, emerging threats, and new practices. We regularly update our policies and standards to reflect new processing activities and regulatory developments.

Cybersecurity Organization

Our Cybersecurity Organization, led by HP's Chief Information Security Officer (CISO), maintains governance, processes, resources, and IT partner and vendor relationships to help identify and prevent unwanted access, security threats, and cyberattacks. It also provides extensive incident response, vulnerability management, and business continuity and disaster recovery programs across HP, to support best-in-class end-to-end security throughout HP's supply chain.

Worldwide Security and Analytics Practice

Our Worldwide Security and Analytics Practice, led by HP's Chief Security Advisor, advances security within HP's business units and products and collaborates with customers and clients. The Security Practice leads efforts to educate our employees and clients about cybersecurity, conducts related risk assessments, establishes baselines, and creates cybersecurity roadmaps for HP and our clients.

The Security Practice also drives alignment with regulatory and compliance requirements such as HIPAA, the Payment Card Industry Data Security Standard, and various privacy laws. The Security Practice coordinates the HP Security Advisory

Board, which includes our Chief Security Advisor as well as industry-recognized external experts, and hosts HP's Bug Bounty program.

Certification, audits, and assessments

The Cybersecurity Organization regularly conducts audits of HP cybersecurity systems and performs annual risk assessments of related HP systems and processes, including our information security management system (ISMS). It also drives third-party risk assessments into our procurement process.

Our risk-based ISMS maintained ISO 27001 certification during 2021, assuring that HP meets the international standard for information systems security.[1] We regularly commission internal and external audits by independent assessors, and conduct an annual NIST framework assessment.

The Worldwide Security and Analytics Practice audits HP's customer-facing cybersecurity systems and conducts annual risk assessments of related systems and processes to help establish baselines and drive improvement in cybersecurity postures.

Incident response

We have formal processes to address cybersecurity events associated with our worldwide client base that include customer support and mechanisms to escalate issues as

needed. Our online Security Bulletins support HP's commitment to provide prompt notification and remediation of any vulnerabilities related to our products, services, and solutions. When incidents occur, the Cybersecurity Organization, the Worldwide Security and Analytics Practice, and our Chief Technologist for Security respond swiftly, reporting activities to relevant leadership. When a potential cybersecurity event is identified, a core team is responsible for management of the event, including any commercial or legal obligations to notify our customers.

During 2021, HP did not experience any cybersecurity events that required disclosure to the US Securities and Exchange Commission or other regulatory authorities.[2] See the Privacy section for analysis of data breaches associated with such cybersecurity events.

External engagement

HP is committed to advancing progress in cybersecurity across the industry and beyond by participating in relevant organizations and advisory boards, including IEEE, ISA, ISACA, (ISC)[2], ISSA, NIST, SANS, ACFE, and IIA. We host the HP Client Advisory Council, which drives awareness and education, and provides a forum for knowledge-sharing with clients worldwide.

Product security and privacy

HP continues to conduct and participate in cybersecurity research to identify and understand cybersecurity trends, risks, and threats, and to drive cybersecurity innovation in our products, devices, services, and solutions. We follow security-by-design and privacy-by-design principles and build security and resilience into our products and services throughout the product life cycle, from design, component sourcing, and manufacturing to transportation, service, and take-back. Learn more.

Public policy

Geopolitical, socio-economic, environmental, and technological trends drive governments everywhere to consider policy actions that address trust, resilience, equity, and climate change.

HP public policy engagements are aligned with our business interests and our core values to drive sustainable impact in climate action, human rights, and digital equity. We seek opportunities to promote sustainable practices and new technologies, such as additive manufacturing (3D printing), which contributed to an effective response to COVID-19.

Policy priorities

Our global Government Affairs and Public Policy team leads our engagement with policymakers, regulators, trade associations, and peer companies to advance public policies aligned with HP's interests and values. Our priorities include:

- Ensuring market access and fostering supply chain resilience.

- Creating digital trust through robust and interoperable data-governance efforts that preserve open data flows.

- Advancing diversity, equity, and inclusion and driving digital equity.

- Promoting sound sustainability policies that address climate change, enable an achievable circular economy, and support adoption of renewable and efficient energy use.

- Preserving competitive tax structures and creating economic investment incentives.

- Enhancing innovation through emerging technologies such as additive manufacturing and microfluidics.

- Protecting against counterfeits.

Political engagement

We conduct all political engagements in a transparent, legal, and ethical manner and in accordance with Integrity at HP.

In 2021, HP and the HP Employee Political Action Committee (PAC) ceased supporting candidates for elected office (and the HP PAC was dissolved). HP does not make political contributions within or outside of the United States.

We also make public our U.S. lobbying expenditures and membership in U.S. trade associations that engage in lobbying activity. HP did not make any in-kind political donations in 2021.

In 2021, for the fourth year in a row, we earned a perfect score and tied for first place overall among S&P 500 companies in the CPA-Zicklin Index of Corporate Political Disclosure and Accountability.

	2019	2020	2021
HP corporate political contributions*			
State and local candidates and groups [US$]	111,900	138,900	0
HP employee PAC contributions*			
Federal and state candidates, party committees, and PACs supporting diverse candidates [US$]	85,500	95,000	0
HP lobbying expenditures			
Total U.S. federal lobbying expenditures (reported quarterly under the Lobbying Disclosure Act) [US$]	1,620,000	1,570,000	2,140,000

* In 2021, HP and the HP PAC ceased supporting candidates for elected office (and the HP PAC was dissolved).

Supply chain responsibility

Approach

HP relies on one of the IT industry's largest supply chains, made up of hundreds of production suppliers and thousands of nonproduction suppliers.[1] Ranging from multinational enterprises to small firms, and operating in countries around the globe, these suppliers provide us with materials, components, and assembly for our products, shipping and delivery to our customers, as well as a wide variety of other goods and services.

We strive for an ethical, sustainable, and resilient supply chain to protect the people making our products, safeguard our business and brand, strengthen customer relationships, and create opportunities to innovate.

We require that all workers in HP's supply chain receive fair treatment, freely chosen employment,

and safe working conditions. To reduce our footprint, we collaborate with suppliers to decrease greenhouse gas (GHG) emissions, water use, waste, and other environmental impacts.

We engage with suppliers in a wide range of ways to advance responsible practices. HP's Supplier Code of Conduct stipulates that suppliers must adopt or establish a management system that ensures compliance with applicable laws, regulations, and customer requirements. The management system must also identify and mitigate risks related to the Code and be designed to facilitate continual improvement in the business's social and environmental performance.

Suppliers representing 95% of HP's total production supplier spend have gone through a social and environmental assessment.

The strength of our supply chain responsibility program helps us to address customer expectations. In 2021, almost US$2 billion in retained, existing and new sales took supply chain responsibility into account.[2]

For an overview of our management approach in this area, including risk assessment, due diligence, grievance mechanisms, policies and standards, continual improvement, capability building, external collaboration, and reporting, see Supply chain responsibility: Our approach.

Driving Sustainable Impact throughout the supply chain

Advancing social and environmental standards and capabilities across our supplier base is complex and requires long-term efforts. We set goals to sharpen our focus and drive ongoing progress.

Our supply chain is complex, and we work to address a broad range of social, human rights, and environmental topics.

Supply chain responsibility
Improving the lives of the people who make our products and support our business

Human rights

Health and safety

Responsible minerals sourcing

Supplier diversity

Environmental impact

2025 GOAL

Double factory participation[3] in our supply chain sustainability programs by 2025, compared to 2015

PROGRESS IN 2021

HP has achieved this goal, with a

114%

increase through 2021, compared to 2015 (therefore, we will not report on this goal moving forward)

2030 GOAL

Reach 1 million workers through worker empowerment programs by 2030, since the beginning of 2015[4]

PROGRESS IN 2021

Through 2021, we reached

349,000 workers

2030 GOAL

Assure respect for labor-related human rights[5] for 100% of our key contracted manufacturing suppliers and higher-risk next-tier suppliers

PROGRESS IN 2021

In 2021, we continued to conduct human rights assessments of our key contracted manufacturers. We intend to report assurance calculations for 2022

Transparency

We disclose the names and locations of the production suppliers that represent 95% of our manufacturing spend. Our products are manufactured in countries and territories worldwide.

In addition to this report, we disclose information about our supply chain responsibility and human rights performance through our annual SEC Conflict Minerals Report, Modern Slavery Transparency Statement, Report on Cobalt, and CDP Supply Chain disclosures. We also provide tailored supply chain responsibility information to our customers and channel partners to help them achieve their sustainability and human rights goals.

External collaboration

HP takes a leading role through collaborations focused on elevating supply chain best practices and tackling shared challenges. Key relationships include:

- CDP Supply Chain program
- Clean Electronics Production Network
- Green Freight Asia
- Leadership Group for Responsible Recruitment
- National Minority Supplier Development Council
- Clean Energy Buyers Association
- Responsible Business Alliance (RBA)
- Responsible Labor Initiative

SUPPLIER RESPONSIBILITY SCORECARDS

Our Supplier Responsibility Scorecards are intended to set expectations and drive improved performance through consistent, comprehensive, and actionable feedback. This tool provides suppliers with a score that encompasses audit performance; environmental and human rights governance, transparency, goal setting, and performance; conflict minerals management; and other social and environmental topics. Results are summarized across multiple dimensions and contribute to a supplier's overall procurement score, which impacts the supplier's relationship with HP and ongoing business. Suppliers discuss their Scorecard with HP as part of regular business performance evaluations, and receive additional points if they demonstrate sustained improvement. In 2021, average scores for final assembly suppliers increased by three percentage points compared to 2020, and average scores for commodity suppliers increased by one percentage point, in part due to closer followup and collaboration with suppliers. Supplier Responsibility Scorecards applied to suppliers representing 76% of our production spend. See Data for full results.

- Responsible Minerals Initiative
- Social Accountability International
- U.S. Environmental Protection Agency (EPA) SmartWay
- World Wildlife Fund (WWF) Climate Business Network

Capability building

In collaboration with nongovernmental organization (NGO) partners and other external organizations, we provide programs designed to help suppliers continually improve along their sustainability journeys. During 2021, we reached 37,000 workers through our capability-building programs, in areas such as worker wellbeing, rights and responsibilities, and environmental, health, and safety (EHS) awareness. This included more than 16,000 employees at customer support-related and other nonproduction suppliers who completed training on the HP Supplier Code of Conduct.

In 2021, we expanded the scope of our capability-building program to include our customer support business, in addition to production suppliers, nonproduction suppliers, and our own manufacturing operations. Examples of the trainings and opportunities we provide, eight of which ran during the year, are listed in the table below.

In October 2020, we launched MOVE, a program to help empower migrant workers in Southeast Asia. The initiative provides information on COVID-19 and delivers free training on workers' rights in four languages to support workers and managers in Cambodia, Laos, Myanmar, and Thailand.

In 2019, we launched a two-year worker wellbeing program in collaboration with Verité, an international nonprofit that promotes safe, fair, and legal working conditions in global supply

Focus areas	Examples of trainings and opportunities
Baseline conformance with HP standards	- EHS awareness training - Foreign migrant worker training - RBA Code of Conduct training - Rights and Responsibilities training
Ongoing engagement in key areas	- Supply chain responsibility workshop (including science-based targets training) - Forced labor webinar - Grievance mechanism webinar - Environmental expectation webinar - Brazil Supplier Forum
Leadership above and beyond HP's requirements	- Worker wellbeing program - MOVE

chains. This program aimed to strengthen health and safety knowledge and equip workers with the tools and skills needed to grow professionally and personally. In 2021, we completed our final assessment, in which we found that this program improved workers' knowledge about occupational health and safety, worker rights, and life skills. The worker wellbeing program reached 10,700 workers.

In 2021, we launched a new digital learning platform in collaboration with Quizrr, a platform dedicated to driving positive change through innovative training solutions to advance corporate responsibility and capability building in global supply chains. We delivered our Rights and Responsibilities training through this platform.

Human rights

We continually deepen our understanding of the social and economic factors that lead to labor concerns, and then focus on areas of risk where we can have the most influence. We collaborate with organizations and government agencies with local expertise to promote long-term, scalable solutions. Our primary focus areas are combating forced labor, protecting workers' rights, and advancing worker health and safety, including safe use of process chemicals.

We communicate openly with workers and management in our supply chain to identify and understand workers' questions, concerns, and priorities. We train our procurement teams, supplier managers, and other employees to be vigilant and report instances of practices that violate our standards. In 2021, we focused on building additional communication channels to collect more extensive worker feedback that will inform future work.

Combating modern slavery[1]

As part of our commitment to addressing modern slavery, we start with our own operations and suppliers while striving to collaborate more broadly in ways that drive positive change. Modern slavery, as defined in guidance under the UK Modern Slavery Act, can manifest itself in different ways, including through debt bondage, forced labor, and human trafficking.[2]

HP is uncompromising in our expectations of ethical behavior by our employees, partners, and suppliers. In our Modern Slavery Transparency Statement, we discuss our efforts to address modern slavery during the fiscal year ended October 31, 2021.

Where significant risks are identified, we work with suppliers and partners to address challenges and enact risk-mitigation plans. As a part of addressing priority findings, HP has confirmed remedy to more than 250 workers in our operations and supply chain, including approximately US$0.4 million in repayments

in 2021 addressing findings associated with modern slavery.

As an example of our programs in this area, in 2019 we launched a partnership with Issara Institute, an NGO that helps tackle issues related to human trafficking and forced labor, to support the monitoring of recruitment processes in Myanmar. In 2021, we kept our focus on worker voice, using Issara's expertise to help understand and address worker concerns and improve factory worker-management communication as we continued to deal with borders being closed due to COVID-19. We plan to resume our focus on responsible recruitment when borders reopen as the pandemic eases.

To support and advance supplier due diligence, we sponsor Responsible Recruitment 101, a virtual training for suppliers in Taiwan and Malaysia organized by the Responsible Labor Initiative. The two-session training provides suppliers with a comprehensive understanding of forced labor and modern slavery in relation to their own businesses, the Responsible Business Alliance (RBA) Code of Conduct, and applicable laws and regulations.

HP is a Gold Level Sponsor of Truckers Against Trafficking (TAT), which helps combat human trafficking in the United States by educating and mobilizing members of the trucking and busing industries and coordinating with law enforcement agencies. We are one of the few shippers that participates directly, and we encourage all carriers moving HP products in the United States to take TAT training.

Health and safety

HP aspires to a world where our products and operations use materials and chemicals that cause no harm. We take a science-based approach to assessing the potential human health and environmental impacts of substances used in making HP products. We engage with our suppliers to strengthen knowledge and best practices in health and safety.

Process chemicals

In 2021, we continued to focus on implementation of a comprehensive worker safety strategy to address process chemicals. Suppliers are required to follow the manufacturing process chemical use restrictions outlined in HP's General Specification for the Environment (GSE). Additionally, our Supplier Code of Conduct requires suppliers to employ robust management systems to catalog and evaluate process chemicals, eliminate or manage hazardous substances, demonstrate that analyses of safer alternatives were conducted when a hazardous chemical is being used, and provide workers with essential personal protective equipment and training. We gather data from our suppliers about process chemicals and implement corrective action as needed.

We encourage suppliers to switch to safer choices, such as changing from solvent-based to water-based paints. In situations where the use of hazardous chemicals is currently unavoidable, we help suppliers identify preferable alternatives through our alternative materials assessment program.

To drive progress across the industry, we are a founding member of the Clean Electronics Production Network (CEPN), facilitated by the NGO Green America. This collaborative multi-stakeholder effort developed a program to assess the use of process chemicals, strengthen the culture of worker safety and engagement, reduce worker exposure to identified priority process chemicals, substitute those chemicals with safer alternatives within members' own manufacturing processes, and ultimately reach deeper into members' supply chains.

In early 2021, we committed to taking collective action to protect workers in our global supply chain from exposure to hazardous process chemicals as a Founding Signatory of CEPN's Toward Zero Exposure program, which has been developed with sustainability and social responsibility leaders—including HP. Through the program, electronics brands and suppliers commit to aligned, structured, long-term practices that will protect workers throughout the manufacturing process from exposure to hazardous chemicals. Participants also commit to public disclosure of progress starting in 2023.

Responsible minerals sourcing

Any connection between the materials used in HP products and armed violence or human rights abuses is unacceptable. To ensure our products are made responsibly, we have adopted industry-leading policies and monitoring practices and are broadening our vigilance beyond conflict minerals to a wider range of minerals and geographies. Through collaborative efforts, we aim to expand the market for responsibly sourced minerals, including those originating from conflict-affected and high-risk areas (CAHRAs).

Conflict minerals[1]

Approach

Across our complex, global, multi-actor supply chain, we have the most influence over our direct suppliers. However, in the case of trace and precious minerals, we recognize that we must work to influence the practices of those much deeper in the supply chain.

While conflict minerals are rarely used in large volumes in any one IT product or by one company, the tantalum, tin, tungsten, and gold (3TG) produced from them are found in relatively small amounts in virtually all electronic products. However, we are typically 4–10 supply chain stages removed from the smelters that purchase the ores and process them into metals. For this reason, HP works with peers across the IT industry to collectively engage the entire supply chain in efforts to eradicate minerals that may have directly or indirectly supported armed groups, and to promote responsible sourcing of minerals regardless of origin.

HP supports retention of the U.S. conflict minerals reporting framework as an economic driver for smelters to responsibly source minerals in the Democratic Republic of the Congo (DRC) and surrounding countries. In the EU, we support the Conflict Minerals Regulation, which appropriately focuses on responsible smelter sourcing regardless of country of mineral origin, including CAHRAs worldwide.

We do not support de facto embargoes of minerals from the DRC and adjoining countries, or from other conflict-affected regions. We believe it is more effective to use our leverage (as a company and within cross-industry collaborations) to address issues and promote positive change. This helps to protect people in those regions while maintaining their economic opportunities. We are actively involved in the Responsible Minerals Initiative (RMI) and support its efforts to engage with government stakeholders.

Eliminating conflict-related risks from our supply chain

Promoting best practices by smelters is the most direct way to address the risk of conflict minerals entering our supply chain. We require our suppliers to source 3TG for HP products only from smelters that comply with the RMI's Responsible Minerals Assurance Process (RMAP), which requires a third-party sourcing audit. Presence on the RMI conformant list demonstrates a smelter's conflict-free status.

However, our relatively small use of these metals decreases our influence, so we need all industries that use these materials to demand conflict-free 3TG. We will continue to work with our suppliers and across industries to drive demand for conflict-free sourcing, regardless of whether the minerals originate in the DRC or elsewhere.

We promote conflict-free minerals in our supply chain by:

- Requiring our production suppliers of goods containing 3TG ("3TG suppliers") to require their smelters to undergo third-party sourcing audits and use only smelters that are RMAP conformant.
- Encouraging all smelters that purchase and process mineral ores to undergo third-party sourcing audits.
- Supporting multi-stakeholder collaboration to establish secure, conflict-free sources of 3TG ores from the DRC.

Suppliers

HP sets clear requirements of 3TG suppliers in our Supply Chain Social and Environmental Responsibility Policy (which includes our Conflict Minerals Policy), General Specification for the Environment, and Supplier Code of Conduct.

We assess these suppliers' responses to the RMI Conflict Minerals Reporting Template, which gives companies a common format for sharing information about 3TG sources with business partners and suppliers across the supply chain. We require corrective action from suppliers where needed, and provide them with training upon request. If any 3TG supplier reports sourcing from a smelter that triggers one of our potential risk indicators, we work with the supplier to establish whether unverified material is potentially used in HP products. When we identify a risk of this occurring, we require the supplier to remove the smelter from our supply chain. If a supplier is non-responsive, we use our procurement leverage to engage the supplier and improve performance.

Smelters

To identify and disclose the smelters and refiners in our supply chain, between January and December 2021 HP surveyed suppliers that contributed material, components, or manufacturing for products containing 3TG. Each smelter or refiner reported was identified in at least one of the RMI Conflict Minerals Reporting Templates we received.

Performance

In 2021, we received acceptable responses to RMI Conflict Minerals Reporting Templates from suppliers representing about 98% of our 3TG procurement spend, including both final assembly and commodity suppliers. These responses detailed 267 3TG facilities, greater than 98% of which were compliant or in the process of becoming compliant with an independent assessment program, and/or that we reasonably believe exclusively source conflict minerals from recycled or scrap sources or from outside of the Covered Countries (as of March 2022).

Progress toward DRC Conflict-Free, 2021

Type of facility	Total	Progress toward DRC Conflict-Free*	Percentage
Tantalum	36	36	100%
Tin	68	64	94%
Tungsten	46	46	100%
Gold	117	115	98%
Total	267	261	98%

* Number of total 3TG facilities in HP Conflict Minerals Report 3TG facility list that were either RMAP compliant or in process of becoming compliant, and/or that we reasonably believe exclusively source conflict minerals from recycled or scrap sources or from outside of the Covered Countries (as of March 2022).

Status of all supplier-reported 3TG facilities*
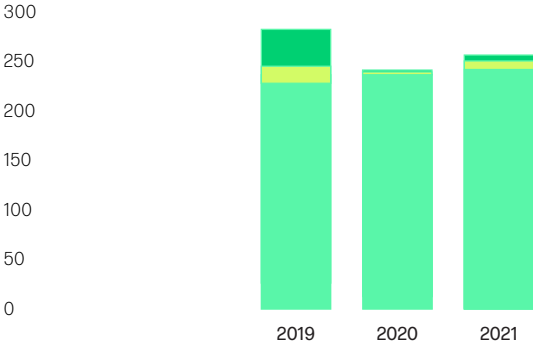
	2019	2020	2021
■ Unknown	40	1	6
■ Believed to source recycled/ scrap or from outside of the Covered Countries	18	2	9
■ Compliant or in process**	237	247	252

* As of March 2022.

** Smelters or refiners listed by RMI as currently RMAP compliant (including certification or accreditation by similar independent assessment programs cross-recognized by RMAP, such as the Responsible Jewellery Council's Chain-of-Custody certification program or the London Bullion Market Association's Responsible Gold Standard) or in the process of becoming RMAP compliant.

U.S. Securities and Exchange Commission (SEC) Conflict Minerals Report

In May 2022, we filed our Form SD and Conflict Minerals Report with the U.S. SEC, disclosing our due diligence efforts and results. See our SEC Conflict Minerals Report.

Other regions and minerals

Learning from our experience combating conflict minerals in the DRC and surrounding countries, we are expanding our efforts. This aligns with growing awareness of mineral-sourcing issues beyond the DRC and surrounding countries covered by the U.S. Dodd–Frank Act. The EU Conflict Minerals Regulation, which covers EU imports of 3TG minerals from all regions of the world, requires all large EU 3TG metal importers and smelters to become "responsible importers" consistent with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas. Although HP's operations are not within the scope of the EU regulation, we have voluntarily aligned our policy and approach to support our customers' requirements consistent with the regulation.

The RBA is the parent organization of the RMI. In 2020, we supported revision of the RBA Code of Conduct so that it would address sourcing from any CAHRAs worldwide, not only from the DRC and Covered Countries. Leading up to this, we also supported RMI's work to help smelters develop processes to identify CAHRAs, as well as RMI's work to fully align its processes and standards for assessing smelters' sourcing practices with the OECD Guidance on sourcing from CAHRAs.

Our minerals due diligence and reporting also includes cobalt, which has been linked to human rights risks. We expect our suppliers to have policies addressing cobalt, to report to HP the

names of the cobalt refiners they use, and to join us in encouraging these refiners to complete an RMI audit. Additionally, we encourage suppliers to engage in collaborative industry action through RMI. See our Report on Cobalt, and our responsible minerals sourcing expectations for suppliers in HP's General Specification for the Environment.

Multi-stakeholder initiatives

Sourcing minerals responsibly requires globally coordinated efforts across sectors and industries. We collaborate widely with businesses, NGOs, government agencies, and our production suppliers to advance the use of responsibly sourced minerals.

Through RMI, we help develop and share due diligence standards, tools, trainings, and white papers to build the capabilities of the IT industry and beyond. We also support broader policy efforts through participation in RMI and its Due Diligence Practices, Smelter Engagement, and Sensing and Prioritization Teams.

Additionally, we collaborate through external forums and initiatives, including the European Partnership for Responsible Minerals, Material Insights, and Public-Private Alliance for Responsible Minerals Trade.

Supplier diversity

Our commitment to diversity, equity, and inclusion is a top priority at HP and applies equally to our workforce and to our relationships with suppliers. Through our purchasing decisions and activities, we foster greater opportunity, equality, and representation. Building a more diverse supply chain reflects our values while driving greater innovation, fortifying our business, and strengthening local economies.

We encourage small businesses and diverse companies—that is those owned by women, minorities, veterans, service-disabled veterans,
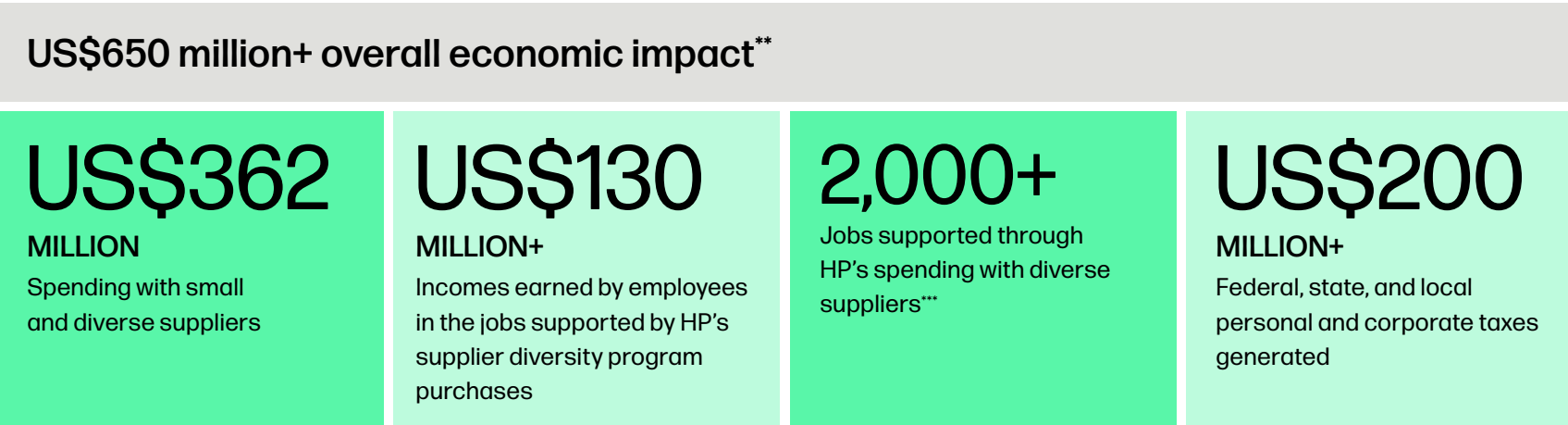
LGBTQ+ individuals, and aboriginal or indigenous individuals—to compete for our business. In 2021 in the United States, we spent US$276 million with small businesses, US$79 million with minority-owned businesses, and US$91 million with women-owned businesses[1] (see data). During the year, our supplier diversity program in the United States had an overall economic impact of more than US$650 million (see graphic below).

In 2021, we continued to develop our supplier diversity program in the United States. To accelerate our efforts, we work with the National

Minority Supplier Development Council, the Women's Business Enterprise National Council, and industry groups such as tech:SCALE.

We launched the HP Racial Equality and Social Justice Task Force in June 2020. Through policies, programs, and executive sponsorships, we will help Black/African American-owned suppliers develop relationships with HP that can strengthen their businesses and build economic power. To drive economic empowerment, our goal is for 10% of HP supplier diversity spend in the United States to be with Black/African American suppliers in

Economic impact summary of HP supplier diversity program, 2021[*]

US$650 million+ overall economic impact[**]

US$362 MILLION	US$130 MILLION+	2,000+	US$200 MILLION+
Spending with small and diverse suppliers	Incomes earned by employees in the jobs supported by HP's supplier diversity program purchases	Jobs supported through HP's spending with diverse suppliers[***]	Federal, state, and local personal and corporate taxes generated

[*] Data is for the 12 months ending September 30 of the year noted. Figures are based on HP purchases in the United States and Puerto Rico from U.S.-based businesses.

[**] Goods and services produced by HP's diverse suppliers and their supply chains.

[***] Including professional services, scientific services, technical services, computer and electronic manufacturing, real estate, and numerous other industries.

calendar year 2022, up ten-fold from 2020. We achieved 4.5% in 2021.

In 2021, HP announced an expanded early payment program in partnership with C2FO, which provides broad access to funding for the company's diverse suppliers. Studies from the Federal Reserve and others have found that diverse businesses face greater difficulty in accessing credit, creating short-term cash flow challenges. We are working to bridge this gap by offering inexpensive access to capital for diverse partners that have been denied equal access historically.

Supplier expectations

We ask that our suppliers partner with HP by prioritizing diversity, equity, and inclusion within their own operations. To improve the diversity of our suppliers' workforces, we require top service suppliers in the United States with account teams of 10 or more to implement diversity initiatives to recruit, attract, and hire diverse employees, with a goal that at least 10% of HP supplier account team members be Black/African American by the end of calendar year 2022. We also have targeted programs in the United States with marketing and legal suppliers and partners.

To advance progress deeper in our supply chain, we have added a clause in new and renewed contracts for suppliers that provide services to HP in the United States, setting the expectation that they should spend a minimum of 10% of any work subcontracted and/or purchased on behalf of HP with diverse businesses. To strengthen the program's racial equality focus, top suppliers subcontracting work in the United States must spend at least 5% with certified Black/African American businesses. In 2021, our allocatable indirect spend[2] with diverse suppliers through this program was more than US$350 million.

Supporting diversity in the financial sector

HP's Bank Model—the tool by which HP ranks and prioritizes potential bank partners—incorporates an annual diversity survey that looks at bank diversity overall as well as the diversity of teams that service HP.

In 2021, HP issued its inaugural Sustainability Bond by partnering with Black/African American-, Latino-, women-, veteran-, and disabled veteran-owned banks, which have received approximately 5% of total underwriting fees. We engaged a Black/African American- and women-owned firm to execute the more than 10% of share repurchases carried out during 2021, and have continued working with a minority-owned firm as one of a small group of commercial paper (short-term borrowing) dealers.

Environmental impact

Our production and nonproduction suppliers are essential partners as we work to drive net zero carbon and improved resource efficiency throughout the value chain. For more than a decade, we have worked closely with our suppliers to improve their environmental programs and report progress transparently. Our Supplier Responsibility Scorecards are central to our efforts to set expectations, evaluate performance, and drive ongoing improvement.

We request 98% of our production suppliers, by spend, as well as strategic nonproduction suppliers, to disclose key qualitative and quantitative information about environmental management and impacts through HP's CDP Supply Chain membership. Requested information includes GHG emissions and goals, total and renewable energy use, water withdrawal, climate and water risks, and governance.

We periodically raise our expectations relating to supplier environmental management criteria, such as science-based GHG emissions-reduction targets, third-party verification of GHG emissions, publication of a GRI-based sustainability report,

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HP CUSTOMER SUPPORT SUPPLIER PLEDGE

HP is continually expanding the scope of our supply chain responsibility program, integrating it deeper and more broadly throughout our supplier base. In 2021, we launched the Customer Support (CS) Supplier Pledge to boost sustainability standards among the nearly 700 suppliers that HP CS engages with.

Developed to support progress toward our 2030 climate and circular economy goals, the Pledge includes several existing components of our supplier program:

- Submitting environmental transparency reporting to CDP Climate Change annually

- Setting science-based GHG emissions reduction targets, including at least a 50% reduction in absolute Scope 1 and 2 emissions by 2030
- Training employees on the HP RBA Supplier Code of Conduct

The Pledge also sets additional supplier expectations, such as:

- Applying circular economy principles throughout their business, including by using programs such as HP Planet Partners and HP Device Recovery Service
- Developing and sharing ambitions that align with HP's diversity, equity, and inclusion goals

We aim to enrol our 50 largest CS-related suppliers.

and transparent reporting of key environmental information through CDP.

We continue to deepen engagement with suppliers representing GHG emissions "hot spots" in our supply chain—such as LCD panels, printed circuit board assemblies, and memory and storage—identified through life cycle assessments (LCAs) and directly collected data. In 2021, this included procurement-driven workshops with 27 suppliers, representing about 60% of HP's production spend. Focus areas included setting science-based targets and establishing roadmaps for increasing renewable energy use.

To understand and manage our impacts, we calculate supply chain GHG emissions and water withdrawal in two ways:

- In this section of the report, we include data reported by our first-tier production suppliers, product transportation suppliers, and nonproduction suppliers. This data reflects the volume of HP's business with each organization. Through engagement with suppliers, we can better understand and influence improvements in performance year over year.

- The supply chain-related data included in our carbon and water footprints is derived from product LCA-based estimates. This analysis is intended to provide as complete an understanding as possible of impacts across the multiple levels of our supply chain, from materials extraction through manufacturing and product use, as well as retail and storage. These calculations use a combination of HP-specific and industry methods and data.

Greenhouse gas emissions

In 2008, HP was the first major IT company to publish aggregated supply chain GHG emissions data. We continue working to drive progress in this area, including through our goals (see right). Our goal to reduce supply chain GHG emissions intensity is one of HP's three value chain goals validated by the Science Based Targets initiative (SBTi). These goals were developed in collaboration with WWF experts, demonstrating our rigorous goal-setting process.

> For the sixth consecutive year, HP was named by CDP as a Supplier Engagement Leader for our actions and strategies to reduce emissions and manage climate risks in our supply chain.

Although GHG emissions intensity decreased by 4% between 2015 and 2020 when calculated as a three-year rolling average, yearly GHG emissions intensity values (not calculated as a rolling average) decreased by 9% during that timeframe. To help reach our goal, we focus our suppliers' attention on improving energy management and efficiency, using renewable energy, and setting science-based targets.

Supplier GHG emissions performance

tonnes CO_2e

	2018	2019	2020	2021
Production supplier Scope 1 and Scope 2 emissions*	2,900,000	3,000,000	2,700,000	
Product transportation	1,300,000	1,250,000	1,510,000	1,620,000
Nonproduction supplier Scope 1 and Scope 2 emissions*	210,000	190,000	140,000	

* 2020 is the most recent year data is available.

2025 GOAL

Reduce first-tier production supplier and product transportation-related GHG emissions intensity by 10% by 2025, compared to 2015[1]

PROGRESS THROUGH 2020

GHG emissions intensity decreased

↓ 4%

through 2020, compared to 2015

2025 GOAL

Help suppliers cut 2 million tonnes of carbon dioxide equivalent (CO_2e) emissions between 2010 and 2025[2]

PROGRESS THROUGH 2020

Suppliers avoided

1.46 MILLION

TONNES

of CO_2e emissions[3]

Production suppliers

Approach

Through our Supplier Responsibility Scorecards, we set requirements for our production suppliers, including related to energy use and GHG emissions performance and disclosure. In 2021, we continued engaging with suppliers to drive positive change, for example by providing training outlining our environmental expectations.

We also worked with other organizations during 2021 to accelerate cross-sector improvements:

- HP collaborated with the We Mean Business Coalition, CDP, and industry peers to promote the uptake of SBTi methodology among IT supply chain companies (both production and nonproduction suppliers) based in the Greater China region.

- We joined the 2021 CDP Science-Based Targets Campaign and co-signed a letter to a large number of companies—including many in our supply chain—urging them to set SBTi-validated GHG emissions-reduction goals. By the end of 2021, nine of those suppliers had a new target in place, including four with a net zero commitment.

- To support local demand for renewable energy in countries where some of our suppliers are based, we worked with the U.S. Department of State through the Clean Energy Demand Initiative to produce letters of intent with those countries, which were presented at the COP26 conference.

- Along with seven of our suppliers, we participated in roundtable discussions hosted by WWF Climate Business Hub, with representatives from the Chinese government and renewable energy developers, to promote policies that will enable greater renewable electricity sourcing in Jiangsu Province.

Our Energy Efficiency Program in China and Southeast Asia, implemented in collaboration with NGOs such as BSR, Natural Resources Defense Council (NRDC), the World Resources Institute, and WWF, helps suppliers to build capabilities, identify ways to improve energy efficiency, and explore the use of renewable energy.

Since 2010, we estimate that participants in this and other programs have avoided 1.46 million tonnes of CO_2e emissions[4] and saved a cumulative 992 million kWh (US$119 million) of electricity, including 81,000 tonnes of CO_2e emissions and 31 million kWh (US$3.9 million) in 2021.

More broadly, through CDP, our production suppliers reported savings of 20 million tonnes of CO_2e and US$465 million from reduction initiatives implemented in 2020.[5] This demonstrates the scale of ongoing GHG emissions-reduction activities throughout our production supply chain, regardless of whether driven by HP's engagement.

> HP uses 100% renewable electricity to power the final assembly of over 95% of our PC and display products worldwide[6]

Performance

In 2020, the most recent year for which data is available, the suppliers that make HP products generated 2.7 million tonnes of Scope 1 and Scope 2 CO_2e emissions attributable to HP, 8% less than in 2019.

This reflects the impact of supplier energy-conservation measures and GHG emissions-reduction projects, increased renewable energy use, and investment in power purchase agreements. Facility closures caused by COVID-19 also reduced emissions. The intensity of GHG emissions per HP annual revenue decreased in 2020 by 9% compared to 2015.

We engaged 98% of our first-tier production suppliers, by spend, to help reduce their environmental impact. Overall, 95% (by spend) reported having GHG emissions-reduction-related goals, and 31% reported science-based targets (13% validated by the SBTi and 18% evaluated by HP). We also encourage suppliers to use renewable energy. Seventy-seven percent reported doing so in 2021, by spend, with 71% reporting renewable energy use goals, up from 70% the prior year.

Product transportation

Approach

To improve efficiency, cut costs, and reduce negative environmental impacts, we work to optimize our logistics network by consolidating shipments, identifying new routes, and shipping directly to customers or local distribution centers. To drive progress, in 2021 we held GHG emissions-reduction workshops with about 20 suppliers representing more than 90% of our CO_2e emissions in this area. Sustainability topics are also discussed during our quarterly executive-level meetings with these same suppliers, to promote a focus on environmental topics and encourage them to set related performance goals.

HP is participating in several pilot programs to explore opportunities to reduce GHG emissions from logistics, for example Maersk's project with industry leaders to scale zero carbon solutions for ocean transport, such as the use of carbon neutral e-methanol or sustainable bio-methanol.

We require our product transportation suppliers to use the Global Logistics Emissions Council Framework to provide standardized calculations and data that account for variation in different locations. To drive progress across the industry and beyond, we are working with the Clean Cargo Working Group, the Smart Freight Centre, the International Council on Clean Transportation, and the U.S. Environmental Protection Agency (EPA) SmartWay program.

We continue to use SmartWay partners as a first choice for 100% of our products shipped by truck in the United States and Canada.[7] The program aims to help improve road transportation efficiency and reduce GHG and other emissions. In 2021, HP won the U.S. EPA SmartWay Excellence Award for the eighth year in a row, demonstrating leadership in freight supply chain energy and environmental performance for the "Large Shipper" category in the United States. During the year, we joined the Sustainable Freight Buyers Alliance to decarbonize freight and create demand for low and zero emissions across all modes of transport.

Reducing packaging size and weight also has the potential to decrease GHG emissions associated with product transportation. See Packaging innovation.

Performance

Product transportation resulted in 1.62 million tonnes of CO_2e emissions in 2021, up 7% from the prior year. This was due primarily to product volume increases as well as improved data for emissions related to road (including rail).

Nonproduction suppliers

Approach

We purchase a wide range of goods and services related to the operations of HP, such as staffing, business consulting, marketing, and travel. We prioritize collaboration with nonproduction suppliers based on geographical risk and industry, and provide training to help improve reporting and reduce GHG emissions.

Performance

In 2020, the most recent year for which data is available, our nonproduction suppliers reported 140,000 tonnes of Scope 1 and Scope 2 CO$_2$e emissions attributable to HP. See detail in Footprint. During that year, 56% of HP nonproduction strategic suppliers produced environmental reports.

Water

Approach

Many of our suppliers operate in regions where water stress is a growing threat. We work with production suppliers to improve water management in their operations, including through the Supplier Code of Conduct, which contains provisions on water management, pollution prevention and resource use reduction, and environmental permits and reporting.

To identify supplier sites located in water-stressed areas, we use water risk assessment tools such as the World Resources Institute's Aqueduct Water Risk Atlas tool. We also identify sites that manufacture relatively water-intense product types, and use this information to assess overall water stress risks and opportunities. We ask our suppliers to report water risk, use, and management information through the CDP Supply Chain program. This drives suppliers' awareness of water security issues and allows us to assess suppliers' current water management strategies in the context of local environments and communities.

Through the use of best practice frameworks, we also work with suppliers to improve water reporting and, when appropriate, to enhance water management practices.

To further drive improvements, we include water stewardship criteria in our Supplier Responsibility Scorecard. Suppliers are scored for transparently reporting quantitative water withdrawal as well as for having a public company-wide policy or governance structure for water at the board of director or top executive level.

Performance

In 2020, the most recent year for which data is available, production suppliers withdrew 36 million cubic meters of water associated with HP, 3% less than in 2019. We believe that stronger supplier water-accounting practices contributed to year-over-year variations in data. By the end of 2020, 94% of our suppliers, by spend, had set water management goals.

See HP's 2021 water footprint.

Waste

Approach

We work with production suppliers to encourage waste measurement and reporting, reduce waste volumes, and drive progress toward a circular economy. HP requests our suppliers report on waste using the RBA Environmental Survey.

Performance

During 2020, the most recent year for which data is available, our suppliers generated 126,000 tonnes of nonhazardous waste associated with HP, a 14% decrease from 2019. This was primarily due to reduced waste generation at a significant supplier through waste prevention, reuse, and recycling efforts. Suppliers generated 46,000 tonnes of hazardous waste associated with HP in 2020, down 13% compared to the prior year. This was due largely to significant reductions by three suppliers. By the end of 2020, 76% of our production suppliers, by spend, had set waste-related goals, up from 72% the prior year.

SUPPLY CHAIN TRANSPARENCY

Much of our production supplier base is in China, so we have a particular focus in that area. The Corporate Information Transparency Index, developed by the Institute of Public & Environmental Affairs (IPE) and NRDC, evaluates the environmental practices of global brands' supply chains in China. In 2021, HP ranked #7 among global IT companies and #31 overall, of more than 600 brands assessed. On the Supply Chain Climate Action Transparency Index, developed by IPE and CDP, HP ranked #15 of about 680 brands.

During 2021, we continued encouraging our suppliers to submit inventories of substances released through IPE's public pollutant release and transfer register system, and cross-checked supplier sites representing 95% of our spend against IPE's public database of environmental violations.

We also collaborated with first-tier manufacturing suppliers in China to determine whether sub-tier suppliers complied with local environmental laws. This review of 730 sub-tier suppliers identified 27 reported violations in 2021. Of these, 18 had been corrected as of November 2021, and we continue working with the relevant first-tier suppliers and IPE to address and resolve the remaining issues. Business with several sub-tier suppliers has been suspended due to unaddressed environmental violations.

Performance monitoring and evaluation

We engage with suppliers in multiple ways to understand performance, identify and address issues, and drive ongoing progress:

- **The supplier Self-Assessment Questionnaire (SAQ).** This includes detailed questions around social and environmental management and practices. As well as assisting HP to evaluate risk, identify areas for improvement, and determine a firm's inclusion in our audit program, self-assessment helps suppliers become more familiar with HP's expectations of conformance to our Supplier Code of Conduct. During 2021, 171 production suppliers completed SAQs.

- **Coaching, specialized training, data collection, and ongoing dialogue.** Using these mechanisms, we aim to help suppliers develop robust management systems to address root causes of key risks and challenges; for more detail, see Capability building.

- **Key performance indicator (KPI) monitoring program.** We collect data from high-risk supplier sites weekly on key issues such as working hours, day of rest, and student workers, and collaborate to drive ongoing improvement. See results.

- **Supplier audits.** Our supplier audit process is an essential component of our risk assessment framework and a key mechanism for identifying opportunities for sustained improvement with our suppliers. Supplier audits measure conformance with all provisions of the

HP Supplier Code of Conduct in the areas of labor, health and safety, environment, ethics, and management systems. See Supply chain responsibility: Our approach for detail about the audit process. We also work with our final assembly suppliers to confirm they are conducting risk assessments of companies in their own supply chains that represent approximately 80% of their spend and assuring 25% of sites determined to be high risk, based on the RBA Code of Conduct.

- **Supplier sustainability assessments.** We conduct targeted assessments to supplement our comprehensive audits, focusing on specific risk areas including vulnerable workers (such as student, dispatch, and foreign migrant workers) and health and safety (including fire safety and emergency preparedness). In 2021, we piloted a new priority screening assessment at 12 facilities that will aid faster detection of high-priority human rights risks throughout our supply chain, so we can more efficiently drive targeted improvement.

Performance

In 2021, we completed 189 audits of production suppliers, product reuse and recycling vendors, and nonproduction suppliers, as well as 24 other assessments of production suppliers. Travel and factory restrictions, as well as office closures related to COVID-19, decreased our ability to

conduct these activities. During the year, 88% of production supplier audits were third-party certified RBA Validated Assessment Program (VAP) audits.

We see a wide range of maturity levels in our audits, which are scored on a scale of 0–200. In the RBA Factory Lead Certification Program, suppliers with scores from 160 to 180 are eligible for a Silver certification, and those with scores above 180 for a Gold certification (including 36% of supplier facilities audited in 2021).

Sustainability audits, 2021*

	Initial audits (initial evaluations of conformance)	Follow-up audits (addressing nonconformances identified in any corrective action plans)	Full re-audits (comprehensive reassessments)
Product supply chain			
Production suppliers	19	46	61
Product transportation suppliers	2	0	0
Product reuse and recycling vendors	10	0	15
Nonproduction suppliers			
Suppliers supporting HP manufacturing (on HP premises)	30	0	0
Suppliers supporting HP offices (on HP premises)	3	0	0
Service suppliers (on third-party premises)	0	0	0
HP operations			
HP manufacturing sites	2	0	1
HP offices	0	0	0

* Audits of production suppliers and suppliers supporting HP manufacturing followed the RBA Code of Conduct either 6.0 or 7.0 (released during 2021) audit protocols. We contract with Environmental Resources Management (ERM) to audit product reuse and recycling vendors for conformance with the following policies and vendor standards: Export of Electronic Waste to Developing Countries Policy, HP Supplier Code of Conduct, and Reuse and Recycling Standards. See Product repair, reuse, and recycling for detail. Audits of nonproduction suppliers supporting HP offices, off-site third-party nonproduction suppliers, and HP offices were focused on labor, ethics, and management systems.

## Production supplier sustainability assessments, 2021

Health and safety assessments	4
Onboarding assessments	3
Vulnerable worker group (student and foreign worker) assessments	4
KPI validation assessments	1
Priority screening assessments	12

Distribution of scores of initial audits and full re-audits*

■ >160 ■ 100–160 ■ <100 ● Average score

* Data is from initial audits and full re-audits of production suppliers.

Distribution of nonconformances and findings by section of HP Supplier Code of Conduct, 2021*

percentage of total

1% Ethics
42% Labor
33% Health and safety
13% Environmental
11% Management systems
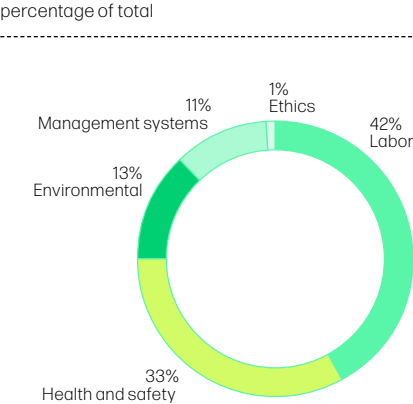
* Includes immediate priority findings, non-immediate priority nonconformances, and major nonconformances identified. Data is from initial audits and full re-audits of production suppliers conducted in 2021. Due to our two-year audit cycle and changes to HP's supplier base, data typically does not represent the same supplier sites as the previous year.

Over time, we have seen supplier audit scores increase. From 2019 to 2021, the percentage of production supplier initial audits and full re-audits that scored above 160 increased from 45% to 50%. The average score during that period rose from 140 to 149. Twenty-three audits during 2021 were of final assembly supplier sites. Of these, 14 (61%) scored over 160, eight (35%) scored between 100 and 160, and one (4%) scored under 100. The other 103 audits during 2021 were of commodity supplier sites. Of these, 63% scored over 160, 27% scored between 100 and 160, and 10% scored under 100.

We periodically increase our expectations of suppliers, so suppliers must continually improve to maintain a consistent audit score. For example, in 2021 we adopted version 7.0 of the RBA Code of Conduct, which includes requirements related to worker voice and training, pregnant and nursing women, process chemicals, and water management. During that year, we also added new environmental requirements to our Supplier Responsibility Scorecard.

Immediate priority findings

Immediate priority findings[1] are the most serious type of supplier nonconformance, and require immediate action. In 2021, we identified 14 immediate priority findings, equivalent to 0.18 findings on average for each initial audit and full re-audit of production suppliers conducted. There were two issues related to the charging of recruitment fees, one related to health and safety, one related to forced overtime, one related to falsified overtime records, two related to fire detection, and seven related to fire exits. We required the issues to be immediately addressed, and are working with the suppliers to complete remediation and implement corrective actions to adjust their management systems.

Other findings

For audits conducted in 2021, suppliers were in full conformance (no major nonconformances identified) for the following provisions: risk of child labor; freedom of association; privacy; protection of identity and nonretaliation; fair business, advertising, and competition; intellectual property; disclosure of information; no improper advantage; and business integrity. Eighty initial audits and full re-audits of production suppliers conducted in 2021 identified 528 major nonconformances, equivalent to 6.6 per audit on average.[2] Six provisions (see table on page 41) out of 45 total represented 67% of all major nonconformances identified. We focus on these and other areas that have the greatest potential for improvement.

HP requires suppliers to provide a detailed corrective action plan addressing all identified nonconformances within 30 days of receipt of the site audit report (except immediate priority findings, which are addressed expeditiously), and has processes in place to monitor progress and subsequent closure of nonconformances. For details, see the RBA VAP Operations Manual and Supply chain responsibility: Our approach.

Issues with lowest rates of conformance of sites audited, 2019 and 2021*

Issue	Rate of conformance 2019**	Rate of conformance 2021**	HP's approach
Working hours	22%	24%	Excessive working hours remains the most pressing labor challenge in our supply chain, especially around times of peak production and labor shortages. Workers often voluntarily work long hours to earn more money, and suppliers may lack effective management systems in this area. The rate of conformance increased in 2021 compared to 2019, even while dealing with residual COVID-19 impacts, including movement control orders and other restrictions. Although the RBA declared certain exemptions to working hours requirements of its Code of Conduct due to the COVID-19 pandemic, we audited suppliers during 2021 based on the regular requirements. Among suppliers in our KPI program (73 at the end of 2021, representing approximately 100,600 workers), 95% met our requirements related to working hours in 2021, compared to 93% in 2020.*** This increase demonstrated the ability of KPI program members to effectively manage this issue in the context of changing production demands during continuing challenges.
Emergency preparedness	52%	49%	Nonconformances include items such as blocked exit doors, missing or poorly lit exit signs, lack of fire exit instructions, and missing or defective emergency equipment. Most can be quickly remedied, while some take longer, such as replacing all fire exit doors. We supplement our audits with specific health and safety assessments.
Wages and benefits	62%	55%	In countries without a set minimum wage, the industry prevailing wage applies. The most common issue in wages and benefits is suppliers not paying appropriate social insurance. Examples of corrective actions related to wages and benefits include maintaining documentation of pay stubs and employer contributions to worker insurance schemes, and worker communication.
Occupational safety	51%	65%	Nonconformances related primarily to current safety permits and first aid response reporting. Suppliers must have tracking mechanisms and keep documentation of remediation and compensation provided to workers involved in an incident. A supplier with a nonconformance must also prove that training has been conducted, or will be conducted within 180 days.
Dormitory and canteen	74%	70%	Workers must be provided ready access to clean toilet facilities, potable water, and sanitary food preparation, storage, and eating facilities; dormitories provided by the supplier or a labor agent must be clean and safe. Corrective actions in this area are typically straightforward, such as ensuring exit signs are properly illuminated, maintaining fire extinguishers, and having food samples available for quality and safety testing.
Hazardous substances	72%	74%	Suppliers must properly label and store all hazardous substances in their facilities. Corrective actions may include development of inventory management systems, maintaining a list of approved chemicals, use of auditor-verified vendors, and education on legal restrictions related to material use. During 2021, we continued to work directly with suppliers that had nonconformances in this area to help them fully understand our requirements and resolve the issues. We also committed to the Toward Zero Exposure program in collaboration with the Clean Electronics Production Network, which takes collective action to protect workers in our global supply chain from exposure to hazardous process chemicals. See Process chemicals.

* Data is from initial audits and full re-audits of production suppliers conducted in 2019 and 2021. Due to our two-year audit cycle and changes to HP's supplier base, data typically does not represent the same supplier sites as the previous cycle.

** Percentage of sites with no immediate priority findings, non-immediate priority nonconformances, or major nonconformances identified.

*** The HP KPI program measures the performance of HP production lines at participating supplier facilities, and not the overall performance of those facilities. In contrast, initial audits and full re-audits assess the overall performance of supplier facilities where other brands in addition to HP may also manufacture products.

Rates of conformance of sites audited, 2019 and 2021*

HP Supplier Code of Conduct section/provision	Rate of conformance of sites audited, 2019**	Rate of conformance of sites audited, 2021**
Labor	84%	84%
Freely chosen employment management systems	80%	84%
Risk of forced labor	91%	83%
Young worker protection management systems	94%	98%
Risk of child labor	100%	100%
Working hours	22%	24%
Wages and benefits	62%	55%
Humane treatment	98%	99%
Nondiscrimination management systems	92%	96%
Risk of discriminatory practices	100%	99%
Freedom of association	98%	100%
Health and safety	78%	80%
Occupational safety	51%	65%
Emergency preparedness	52%	49%
Occupational injury and illness	78%	86%
Industrial hygiene	88%	85%
Physically demanding work	92%	94%
Machine safeguarding	97%	89%
Dormitory and canteen	74%	70%
Health and safety communication	91%	99%
Environmental	89%	89%
Environmental permits and reporting	95%	93%
Pollution prevention and resource reduction	92%	91%
Hazardous substances	72%	74%
Wastewater and solid waste	95%	98%
Air emissions	80%	83%

HP Supplier Code of Conduct section/provision	Rate of conformance of sites audited, 2019**	Rate of conformance of sites audited, 2021**
Storm water management	91%	93%
Energy consumption and GHG emissions	94%	94%
Ethics	98%	99%
Business integrity	98%	100%
No improper advantage	97%	100%
Disclosure of information	94%	100%
Intellectual property	100%	100%
Fair business, advertising, and competition	98%	100%
Protection of identity and nonretaliation	98%	100%
Responsible sourcing of minerals	98%	95%
Privacy	98%	100%
Management systems	93%	94%
Company commitment	98%	98%
Management accountability and responsibility	92%	96%
Legal and customer requirements	86%	95%
Risk assessment and risk management	94%	94%
Performance objectives with implementation plan and measures	91%	95%
Training	95%	98%
Communication	97%	98%
Worker feedback and participation	97%	96%
Audits and assessments	92%	95%
Corrective action process	97%	95%
Documentation and records	97%	96%
Supplier responsibility	75%	79%

* Data is from initial audits and full re-audits of production suppliers conducted in 2019 and 2021. Due to our two-year audit cycle and changes to HP's supplier base, data typically does not represent the same supplier sites as the previous cycle.

** Percentage of sites with no immediate priority findings, non-immediate priority nonconformances, or major nonconformances identified. Data refers to the RBA Code of Conduct 6.0 or 7.0 (released during 2021).

Data

Supply chain responsibility*

	2019	2020	2021
Suppliers publishing sustainability reports using the GRI framework [% of production supplier spend]	91%	91%	91%
Capability building			
Number of capability-building programs	7	5	8
Workers reached through capability-building programs**	11,000	46,000	37,000
Workers' rights			
Suppliers' employees working 60 hours per week or less on average***	95%	93%	95%
Suppliers' employees receiving at least one day of rest each seven-day workweek***	99%	97%	97%
Suppliers in China with student workers representing 20% or less of total employees***	99%	100%	100%
Immediate priority audit findings (immediate action required) related to the ILO Declaration on Fundamental Principles and Rights at Work: freedom of association; forced, bonded, or indentured labor; child labor; or discrimination†	0	3	4
Immediate priority audit findings (immediate action required) related to occupational safety, emergency preparedness, or industrial hygiene†	6	7	10
Workers at sites audited†† [total]	198,300	229,400	316,700
Sustainability audits and other assessments [total]			
Initial audits	103	22	54
Follow-up audits	41	37	46
Full re-audits	43	44	61
Assessments	60	3	24
Supplier Responsibility Scorecard average score—Commodity suppliers†††	86%	89%	89%
Supplier Responsibility Scorecard average score—Final assembly suppliers†††	83%	82%	85%
Rates of conformance of sites audited, 2019 and 2021 (see page 42)			

* Data in this table for 2019 is specific to production suppliers, except the following included in sustainability audits and other assessments: 64 initial audits of nonproduction suppliers and 17 initial audits of product transportation suppliers. Data in this table for 2020 is specific to production suppliers, except the following included in sustainability audits and other assessments: 13 initial audits of nonproduction

suppliers. Data in this table for 2021 is specific to production suppliers, except the following included in sustainability audits and other assessments: two initial audits of product transportation suppliers and 33 initial audits of nonproduction suppliers. Data is not included in this table for product reuse and recycling vendors. See page 74 for information about our programs and performance in that area.

** With the exception of train-the-trainer programs, HP only accounts for workers directly reached by our capability-building programs. Number of workers reached each year depends on the programs executed: some programs address issues broadly across suppliers and workers; other programs focus more narrowly on individual supplier sites or specific vulnerable worker groups. Prior to 2020, data included production supplier workers only. In 2020, we expanded the scope of our program to also include nonproduction supplier workers and workers at HP-controlled manufacturing facilities, and in 2021 we further expanded the scope to also include our customer support operations.

*** Based on production-line workers at final assembly and select commodity sites participating in the HP KPI program. We continue to expand the list of suppliers in the KPI program based on business risk, country risk, and identified nonconformances.

† See page 40 for detail.

†† These totals are the number of workers as of the date of the site visit according to production supplier initial audit and full re-audit reports.

††† Scores reflect performance against criteria that are updated periodically.

	2020		2021	
HP's spend with U.S. diverse suppliers*	US$ millions	% of qualified spend	US$ millions	% of qualified spend
Small businesses	348	26.3%	276	22.3%
Minority-owned businesses**	77	5.8%	79	6.4%
Women-owned businesses**	95	7.2%	91	7.4%
Veteran-owned businesses, service-disabled veteran-owned businesses, HUBZone businesses, and others***	7	0.5%	21	1.7%

* Data is for the 12 months ending September 30 of the year noted. Figures are for purchases in the United States and Puerto Rico from U.S.-based businesses.

** Suppliers are categorized as minority-owned or women-owned, not both. These categories include all sizes of businesses.

*** These categories include all sizes of businesses.

Environmental impact#

	2018	2019	2020	2021
First-tier production supplier and product transportation-related GHG emissions intensity*,** [tonnes CO$_2$e/US$ million of HP net revenue]	76.4	74.8	73.7	
GHG emissions				
Production supplier GHG emissions*** [tonnes CO$_2$e]				
Scope 1 and Scope 2 emissions**	2,900,000	3,000,000	2,700,000	
Scope 3 emissions**, ****	13,200,000	18,000,000	17,500,000	
Production suppliers with GHG emissions-reduction-related goals [% of spend]	94%	94%	95%	
Product transportation GHG emissions† [tonnes CO$_2$e]	1,300,000	1,250,000	1,510,000	1,620,000
Road (includes rail)	410,000	190,000††	160,000††	260,000
Ocean	180,000	90,000	100,000	90,000
Air	710,000	970,000	1,250,000	1,270,000
Nonproduction supplier Scope 1 and Scope 2 GHG emissions (see Footprint)				
Energy use				
Production supplier energy use††† [MWh]	5,900,000	6,500,000	6,000,000	
Production supplier renewable energy use [% of total energy use]	23%	25%	26%	
Production suppliers that reported using renewable energy** [% of spend]	78%	78%	77%	
Water				
Production supplier water withdrawal for use**, ^ [cubic meters]	35,000,000	37,000,000	36,000,000	
Production suppliers with water-related goals [% of spend]	93%	92%	94%	
Waste				
Production supplier nonhazardous waste generation**, ^^ [tonnes]	144,000	146,000	126,000	
Production supplier hazardous waste generation**, ^^ [tonnes]	56,000	53,000	46,000	
Production suppliers with waste-related goals [% of spend]	72%	72%	76%	

In some cases, data from prior years is updated to reflect improved data—for example, revised supplier information.

* Intensity is calculated as the portion of first-tier production and product transportation suppliers' reported GHG emissions attributable to HP divided by HP's annual revenue. This method normalizes performance based on business productivity. Intensity is reported as a three-year rolling average to decrease the impact of variance year over year and highlight longer-term trends. Production supplier GHG emissions include Scope 1 and Scope 2. The year 2020 is the most recent for which data is available.

** We believe that variation in this data reflects both changes in actual performance and inconsistency in reporting practices.

*** Emissions are calculated based on suppliers' reported emissions and their dollar volume of HP's business compared to their total revenue. The majority of these companies report on a calendar-year basis. Data reported here reflects extrapolation to 100% of first-tier production suppliers. Data collected for 2020 represented 96% of HP production spend. The World Resources Institute defines Scope 1, 2, and 3 GHG emissions in its Greenhouse Gas Protocol. This data differs from the product LCA-based estimates for materials extraction through manufacturing presented on page 18, which are based on a different calculation methodology and use a combination of HP-specific and industry data. The year 2020 is the most recent for which data is available.

**** Suppliers may not report all Scope 3 categories. The number of categories reported by suppliers and the completeness of reporting varies year to year.

† The figures for product transportation GHG emissions are based on data reported by product transportation suppliers that HP contracted to deliver products. They may differ from the product LCA-based estimates presented on page 18, which are based on a different calculation methodology, use a combination of HP-specific and industry data, and include additional upstream and downstream transportation related to the company's products.

†† 2019 and 2020 data for the "Road (includes rail)" segment were restated to reflect more accurate data from a single product transportation supplier.

††† Total energy includes purchased energy (electricity, etc.) and generated energy (fuel use, etc.). Energy use data is calculated based on suppliers' reported energy use and their dollar volume of HP's business compared to their total revenue. Data reported here reflects extrapolation to 100% of first-tier production suppliers. Data collected for 2020 represented 95% of HP production spend.

^ This metric reports the amount of water withdrawn by suppliers, not the amount consumed by our multi-tier supply chain as reported in our water footprint on page 19. Because water withdrawn can also be returned, this footprint is inherently larger. Refers to first-tier suppliers for manufacturing, materials, and components. Withdrawal is estimated based on suppliers' reported water withdrawal and their dollar volume of HP business compared to their total revenue. The majority of these companies report on a calendar-year basis. The year 2020 is the most recent for which data is available. Data reported here reflects extrapolation to 100% of first-tier production suppliers. Data collected for 2020 represented 92% of HP production spend.

^^ Waste data is estimated based on suppliers' waste data and their dollar volume of HP business compared to their total revenue. The majority of these companies report on a calendar-year basis. The year 2020 is the most recent for which data is available. Data reported here reflects extrapolation to 100% of first-tier production suppliers. Data collected for 2020 represented 89% of HP production spend for nonhazardous waste and 84% for hazardous waste.

Operations

Our employees

Approximately 51,000 employees[1] worldwide power HP's innovation, contributing unique perspectives and a growth mindset to create breakthrough technologies and transformative solutions. We are committed to fostering a diverse, equitable, and inclusive workplace that attracts, retains, and advances exceptional talent. Through ongoing employee development, comprehensive compensation and benefits, and a focus on health, safety, and employee wellbeing, we strive to support our employees in all aspects of their lives so they can do their best work—while learning, growing, and feeling engaged.

Diversity, equity, and inclusion

At HP, diversity, equity, and inclusion (DEI) is a business imperative. Our employees are driven by it, customers call for it, investors expect it, and our reputation is impacted by it. Our commitment extends beyond our employees to our relationships with suppliers, partners, and communities worldwide. DEI has been part of our DNA since the beginning, and it is critical to our future. Our DEI strategy focuses on where we can make the greatest impact across our culture, our people, and our communities.

Innovation at HP comes from the diverse perspectives, backgrounds, knowledge, and experiences of our employees. Our vision is a workplace that is globally connected and drives a responsive culture of belonging that fosters courageous conversations and welcomes ideas from any source. We strive to create an inclusive environment where people can be their authentic selves at work and reach their full potential.

Our goal is to be universally ranked as an employer of choice for underrepresented groups in the technology industry by 2030, and we are determining how to best measure progress. In 2021, 44.9% of our U.S. hires were racial/ethnic minorities, and we continue to work on removing barriers for employees from underrepresented groups by working to remove bias, and by creating world-class programs and training, growth, and development opportunities. Our integrated strategy, embedded deeply into our culture of inclusion and belonging, enables us to attract, retain, promote, and grow top talent.

DEI is a source of strategic business value. Research by McKinsey has consistently shown a correlation between companies with diverse executive teams and the likelihood of financial outperformance—and this relationship has only strengthened over time.[2]

See detailed employee demographics data and HP's 2021 EEO-1 Report.

HP demographics*

	2019	2020	2021
Board of Directors			
Women	42%	45%	46%
Racial/ethnic minorities	58%	45%	46%
Women in leadership			
Executives reporting directly to the CEO	23%	25%	25%
Director level and above	31%	32%	33%
Technical roles			
Women in IT and engineering	22%	22%	23%
U.S. racial/ethnic minorities in IT and engineering	28%	31%	33%
Revenue-generating roles			
Women in sales roles (all levels)	28%	29%	28%
U.S. racial/ethnic minorities in sales roles (all levels)	19%	20%	21%

* Board of Directors data for 2021 is as of the conclusion of the 2022 annual meeting of stockholders on April 19, 2022. Board of Directors data for 2020 is as of the conclusion of the 2021 annual meeting of stockholders on April 13, 2021. Board of Directors data for 2019 is as of November 1, 2019. Other data is as of October 31 of the year noted. Employee data refers to regular full-time and part-time employees.

HP RACIAL EQUALITY AND SOCIAL JUSTICE TASK FORCE

In 2020, we formed HP's Racial Equality and Social Justice Task Force, which works to identify and execute on, and hold us accountable on, the biggest opportunities we have as a company to drive sustainable impact in racial equality by working across three main areas:

- People: We will accelerate the strategies, practices, and policies around our pipeline, retention, and promotion of Black/African American talent.
- Industry: We will leverage our industry leadership and spending power to influence our ecosystem, including our partners, vendors, and suppliers.
- Local and national: We will advocate for equitable treatment of Black/African American people through public policy, civic action, and clear corporate positions on local and national issues.

The Task Force is dedicated to achieving its goals by providing the foundation, framework, vision, and guidance for nearly 300 volunteers to help solve some of our communities' most difficult issues on race. View progress on our stated objectives on the Task Force website. The work and outcomes of the Task Force have been accelerated by our leaders, who have committed to annual objectives aligned to hiring more diverse talent, specifically Black/African American talent.

Beyond the Task Force, volunteers are driving progress in their local communities by focusing on local equality and social justice issues through initiatives such as the Ernie Thorne Scholarship of St. Anselm College in Manchester, New Hampshire.

Culture

Our commitment to DEI starts at the top, with a highly knowledgeable, skilled, and diverse Board of Directors. HP's Board of Directors is one of the most diverse of any U.S. technology company, comprising 46% racial/ethnic minorities and 46% women.

Our Board of Directors/Executive Leadership reverse mentorship program helps us capitalize on the advantages of a strong and diverse

Board of Directors. Through this program, each board member is paired with a member of our executive leadership team to gain in-depth knowledge of HP's business, programs, and best practices to positively impact our culture, people, and communities.

Our DEI policies and practices are the foundation for a positive and innovative culture of belonging. The HP Global Best Work Environment Policy supports our efforts and includes the Global Harassment-Free Work Environment Policy, Global

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2030 GOALS

Achieve 50/50 gender equality in HP leadership[3]

PROGRESS IN 2021

Women represented

32.5%

of director-level and above positions globally (as of October 31, 2021)

Achieve greater than 30% technical women and women in engineering by 2030

PROGRESS IN 2021

Women represented

22.7%

of engineering and technology positions globally (as of October 31, 2021)

Meet or exceed labor market representation for racial/ethnic minorities in the United States by 2030

PROGRESS IN 2021

Researched labor market data to determine benchmarks and baselines (in process)

Non-Discrimination Policy, and Open Door Policy.

HP's Chief Diversity Officer oversees the company's global DEI strategy, Racial Equality and Social Justice Task Force, Business Impact Networks (BINs), targeted equity programs, and

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Maintain higher than 90% rating on internal inclusion index for all employee demographics annually[4]

PROGRESS IN 2021

Achieved a rating of

87%

compared with 89% in 2020

Double the number of Black/African American executives[5] by 2025, from a 2020 baseline

PROGRESS IN 2021

Increased by

33%

compared with 2020, about one-third of the way to achieving the goal

Double Black/African American technical representation in the United States by 2025 (2020 baseline)

PROGRESS IN 2021

Increased Black/African American technical representation in the United States from 2.3% to

2.6%

partnerships to increase our diverse talent pipeline. Working closely with executives and business leaders, the DEI team focuses on aligning DEI to business goals, representing workplace needs,

supporting marketplace opportunities, and driving global accountability for progress and outcomes.

To ensure leadership embeds a strong focus on DEI, each member of our executive leadership team has individual performance goals under the Management by Objectives program tied to DEI. Our executive leadership team members are evaluated on their actions to advance DEI.

HP's BINs illustrate our DEI strategy in practice. We have 130 BINs in 37 countries,[6] up from 118 in 2020. Our BINs are open to all employees and represent: Black/African American, Disabilities, Hispanic/Latin American, LGBTQ+, Multicultural, Multigenerational, Veterans, and Women. In addition to leading community outreach programs, BINs promote diversity in pipeline development, local hiring, talent programs, and mentoring. They also implement campaigns such as Black History Month, International Women's Week, ALLIES@HP, PRIDE Month, and workshops for LGBTQ+ allies.

Belong, Innovate, and Grow

Our Belong, Innovate, and Grow strategy continues to drive our culture, embedding DEI across all parts of our businesses and functions, including recruitment, talent and learning culture, mentoring, training, and events. In our annual employee engagement survey, employee feeling that HP values diversity was highly rated, at 94%. Our Inclusion Index reported that 87% of employees experience an inclusive work environment at HP.

Employee survey results*
Diversity and inclusion

	2019	2020	2021
I feel HP values diversity	92%	95%	94%
I can be myself at work	85%	88%	87%

* Data refers to the percentage of HP 2019, 2020, and 2021 Voice Insight Action (VIA) employee survey respondents who strongly agreed or agreed with each statement.

In February 2020, our CEO Enrique Lores took the CEO Action for Diversity & Inclusion™ pledge on behalf of HP to advance diversity and inclusion in the workplace. He also joined the governing committee of CEO Action for Racial Equity, a new fellowship that provides the opportunity for signatories to advance racial equity through public policy.

People

As we continue to operationalize and integrate DEI in all parts of HP, our people will more closely reflect our communities globally.

We are committed to continuing to improve representation of women at HP, with a focus on management. HP is among the top technology companies for women in leadership positions, with women in 32.5% of the company's director-level and above positions,[7] up from 32% in 2020.

As of the end of 2021, HP had 10 Distinguished Technologists/Strategists who are women.

As of 2021, 89% of participants in HP Catalyst (our 12-month emerging leaders' program) were women, with an overall retention rate of 76%. 38% of participants since 2017 were subsequently promoted or accepted a new role internally. See Employee development. This program is complemented by women's leadership initiatives such as Disha, a six-month program in India; the Talent Development Program and Women in Leadership Lab in Mexico; the annual women's leadership conference in the United States; and WOLFpack, an eight-month women's development program in Costa Rica.

To address the systemic barriers that exist to diverse representation in leadership and the importance of sponsorship in career development, we have increased our investment in the development of Black/African American leaders. For example, we expanded our Catalyst development program in 2021 to include an additional cohort focused on Black/African American employees in the United States.

Our partnership with the Information Technology Senior Management Forum (ITSMF) continues to train and develop Black/African American and diverse IT leaders through ITSMF's Management Academy. Through 2021, we sponsored a 100% increase in HP employees in this program, and 50% of graduates have been promoted to management at HP or moved into new or expanded roles. Thirty-three HP leaders are attending the

2021 McKinsey Black, Asian, and Hispanic/Latin American Connected Leader Academies, which hone executive and management leadership capabilities through expert-led virtual and small group discussions.

During 2021, 61% of our U.S. hires overall were from underrepresented groups, including women, racial/ethnic minorities, people with disabilities, and military veterans. In 2016, HP committed to hiring 150 veterans or military spouses over the course of five years. Through 2021, HP hired 283 veterans. Our culture of diversity and community allows us to retain, develop, and promote the best talent.

Recognizing that traditional hiring practices can screen out qualified and talented applicants with autism, in 2019 we launched our Spectrum Success program partnership with Vocational Rehabilitation and PROVAIL, focusing on recruitment, hiring, and retention. Of the 23 program candidates through 2021, nine were offered internships. Watch video.

As part of our efforts to attract and retain people with disabilities, participants in our China HOPE (HP Opportunity and Equality) and Japan's Internal Service Center programs spend half of their time at HP learning business skills. Through the end of 2021, all HOPE participants had become full-time hires. In India, we work with colleges to identify candidates for our Eklavya program, which offers interns on-the-job training and coaches employees in interacting and communicating with people with disabilities. In Brazil, our disAbilities

Impact Network focuses on education and awareness at the site and in the community, including connecting with a local nonprofit to provide screen readers to the visually impaired.

In our communities

We also strive to advance DEI in the communities where we live and work. We continue to engage with leading industry organizations and conferences that promote women and minority, veteran, and LGBTQ+ representation in technology. This includes the National HBCU Business Deans Roundtable, National Society of Black Engineers, Society of Hispanic Professional Engineers, National Association of Multicultural Engineering Program Advocates Inc., Society of Women Engineers, and European Women in Tech.

We support the Human Rights Campaign's Business Coalition for the Equality Act, related to LGBTQ+ workplace rights, as well as the UN Human Rights Office Standards of Conduct for Business.

HP works to inspire more women and people from minorities to consider STEM (science, technology, engineering, and math) education and careers. For example, we continue our collaboration with UN Women and our partnerships with organizations such as Girl Rising, Girls Who Code, blackcomputeHER, Black Girls Code, and the YWCA's Curated Pathways to Innovation.

We partner with historically Black colleges and universities (HBCUs) to increase the representation of Black/African American engineers in the high-tech workforce. The annual HP HBCU Business Challenge, in partnership with the National HBCU Business Deans Roundtable, tasks students with tackling critical business problems while gaining valuable industry experience. The 2021 event focused on immersive technologies, and students were asked to use virtual reality technology to create a new service or solution. Sixteen schools participated, including the winning team from South Carolina State University.

In 2021, HP launched the HBCU Technology Conference and partnered with Microsoft on a Bot-a-thon as part of the Future of Work Academy. More than 1,200 students and staff from 70 HBCUs joined the virtual conference and over 150 students from 29 HBCUs participated in the Bot-a-thon, which was focused on developing automation use-cases to improve the student experience at their own institutions.

We prioritize DEI within our supply chain, and encourage our suppliers and business partners to do the same. See Supplier diversity for more detail.

Employee engagement

Listening and communication drive our engagement approach across three focus areas:

- Develop our people: Support digital literacy and personal growth, and recruit, retain, and develop key talent.

- Strengthen our culture: Building on our values, drive a customer-first culture, promote key leadership behaviors, and provide a great onboarding experience.

- Shape the employee experience: Deliver a people-centered, consistent, HP Way-aligned employee experience that supports our mobility, digital transformation, and customer-focused initiatives.

We regularly collect feedback from employees to better understand and improve their experiences and identify opportunities to continually strengthen our culture. In 2021, 95% of employees participated in our annual VIA employee engagement survey.

HP has maintained employee engagement throughout the pandemic. Overall, 81% of participants had a favorable view of the employee experience in 2021, compared to 82% in 2020. HP continues to be certified as a Great Place to Work, with our rating remaining constant in 2021 compared to the prior year. See also Recognition.

Employee survey results*
Sustainable Impact

percentage of employees

■ HP is socially and environmentally responsible
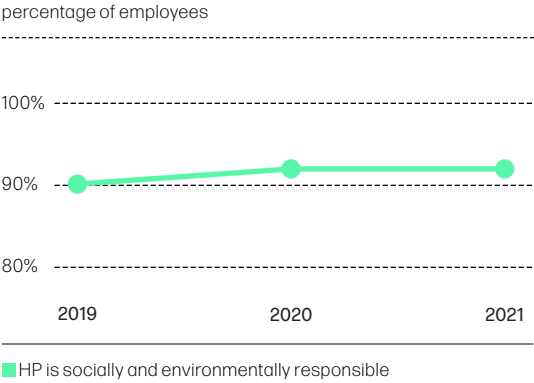
* Data refers to the percentage of employee survey respondents who strongly agreed or agreed with the statement (2019 VIA and 2020–2021 Quick Clicks).

2021 VOICE INSIGHT ACTION SURVEY OF HP EMPLOYEES

Highlights:
- 85% are excited about the future of HP (up five percentage points from 2020).
- 84% believe that HP actively supports their learning and development (up one percentage point).
- 87% receive feedback throughout the year that supports performance improvement (up two percentage points).

Employee development

Human capital development underpins our efforts to transform and grow HP. Our employees' talent, diversity, and drive fuel HP, and we prioritize investment in career growth. We are passionate about supporting an inclusive culture and practicing a growth mindset to unlock business innovation and opportunities. Our ongoing success depends on enabling our diverse workforce of skilled employees and maintaining robust leadership pipelines. We believe that a strong professional development program provides employees with the opportunity to build world-leading expertise, while enabling HP to meet emerging customer needs.

Personalized development and career pathways

We encourage continuous learning to help support career development. Employees have access to a wide range of development opportunities, including virtual, social, self-directed, mentoring, coaching, face-to-face (when safely permissible) and external programs. We offer a variety of collaborative learning experiences, connection to a network of subject matter experts, and a social learning platform that enables employees to integrate development into their daily routines.

In 2021, approximately 99% of employees participated in learning and development, and on average, spent an estimated 34 hours[8] participating in these activities during the year.

The 2021 VIA survey highlighted that 84% of employees feel that HP actively supports their learning and development. It also showed that 79% of employees believe their career goals can be met at HP. During the year, 35% of job vacancies were filled internally.

We equip managers to support and coach their teams, and in 2021, we launched a new talent development approach to help all people managers create personalized development plans for each team member. These plans focus on skill advancement, new experiential opportunities, and readiness for future roles.

HP's Power Your Possible platform helps employees identify learning that will support their career plans, while the HP Degree Assistance Program provides funding to more than 500 employees worldwide each year, investing in their careers through higher education. To complement our development portfolios, we also provide opportunities to attend conferences and seminars, and acquire professional memberships, accreditation, and certifications.

Leadership development and talent

We have a rich leadership curriculum, designed for managers at all organizational levels. Leadership programs provide self-directed learning, coaching, and experiential workshops enabling shared learning and networking. The New Manager Journey, a 12-month virtual program, is delivered to all newly appointed people managers. We have also created the Senior Leader Meeting Connect program to develop global business leadership insights and support learning from external best practices. In addition, we continue to improve our diversity hiring practices.

Our executive leadership team places particular focus on developing the executive leadership pipeline through targeted talent strategies, including external assessments of leadership candidates, executive coaching, job rotations, and experiential leadership development assignments.

We also invest in emerging and underrepresented leadership talent through formal programs, mentoring, and sponsorship. Our programs focus on team development, new business models, and opportunities to deepen inclusion and growth mindset practices. In 2021, 259 leaders participated in the HP Fast Forward and Catalyst programs. These 12-month experiences strengthen leadership capabilities through monthly peer mentoring, coaching, and guidance

from senior sponsors. HP also sponsored leaders to participate in external development programs, such as the ITSMF and the McKinsey Black Leadership Academy.

Technology and digital skills

We invest in technical and digital skill capabilities across HP to fuel our future productivity, product development, and technology innovation strategies, in support of our company's transformation strategy

In 2021, we continued our focus on HP's digital literacy campaign, Speak Digital, to increase employees' knowledge of digital technologies and emerging trends in customer experience and innovation. This included delivering the HP Digital Explorer series, which aims to deepen insights about how to apply digital skills in process and product design. We also launched programs designed to increase knowledge of data analytics and robotic process automation.

HP has more than 18,000 technical employees who work across a wide range of digital, information, and physical sciences. We support their continuous development, including through HP's Affinity Groups and Virtual Communities (AGVC) platform, which connects technologists according to technical capabilities and common interests. Across over 30 communities and a range of topics, the AGVC platform provides classroom and virtual learning, practical projects, and opportunities to solve business challenges.

We also deliver career growth guidance through the Technical Career Path and Engineering Program Management Career Path, which include mentoring and leadership opportunities.

In the digital era, we have retained and expanded the HP concept of the "next bench"—close collaboration with neighboring colleagues—to engage with and respect ideas from colleagues across the business. Find out more in The Evolving Way (page 88). We have also developed a model for creating technical communities across HP that will help us meet the demands of cyber-physical systems. Learn more.

Performance management and feedback

HP has a strong feedback-based culture and approach to performance management, with 99% of eligible employees receiving annual multidimensional and objective-based performance evaluations. Employees participate in regular feedback and development planning conversations with their managers, and the 2021 VIA survey highlighted that 87% of employees believe they receive feedback throughout the year that enables them to improve their performance.

Compensation and benefits

HP offers a comprehensive Total Rewards package that is both performance based and market competitive. Total Rewards includes salaries, bonuses, incentive programs, and a range of benefits designed to meet our employees' diverse needs while enhancing their wellbeing and that of their families.

Valuing and rewarding employees drives higher engagement and better performance and helps us attract and retain top talent. Compensation and benefits are reviewed periodically for market competitiveness.

Our global wellness program is designed to enhance physical health, financial wellness, and life balance for all of our employees around the world. Other benefit programs vary by country to reflect local market practice and employee needs. Depending on location, these may include:

- Retirement and savings plans
- Healthcare benefits
- Insurance protections (e.g., life and disability)
- Time-off programs (vacation,[9] holidays, parental leaves, injury/illness,[10] etc.)
- Discount programs
- Flexible work arrangements
- Stock purchase plan
- Other benefits

Pay equity

We believe people should be paid equitably for what they do and how they do it, regardless of their gender, race, or other personal characteristics. To deliver on that commitment, we benchmark and set pay ranges based on relevant market data, and consider factors such as an employee's role, experience, and performance. We also regularly review our compensation practices, in terms of both our overall workforce and our individual employees, to make sure our pay is fair and equitable.

For the past five years, HP has reviewed employees' compensation with the support of independent third-party experts to ensure consistent pay practices.

HP expanded its annual pay equity assessment in fiscal year 2021—evaluating the nine countries with our largest employee populations, which represent 72% of our global workforce. The independent analysis determined there were no systemic issues. Any areas of potential concern, considering what we would expect employees to be paid when evaluating their skills, qualifications, and experience, were reviewed and addressed as part of our off-cycle compensation process.

Executive compensation

The HR and Compensation Committee discharges the HP Board of Directors' responsibilities related to the compensation of our executives and directors and provides general oversight of our compensation structure, including our equity compensation plans and benefits programs. See page 26 of the HP 2022 Proxy Statement for detail.

In accordance with U.S. Securities and Exchange Commission (SEC) rules, we recently reported our CEO pay ratio for FY21. Our CEO's annual total compensation for FY21 was US$20,733,806. Our median employee's annual total compensation was US$67,667, resulting in a CEO pay ratio of 306:1. For more detail, see page 71 of the HP 2022 Proxy Statement.

Health and safety

We strive to keep our employees safe and healthy so they can do their best work. Our environmental, health, and safety (EHS) leadership team uses our global injury and illness reporting system to assess worldwide and regional trends as a part of quarterly reviews. We have internal targets to keep lost workday case rates below 0.5 and recordable incidence rates under 1.0 (see definitions of these rates), and our managers assess progress against those targets annually. Supervisors of employees injured at work are required to complete injury and illness

investigations for all injury incidents and work with EHS points of contact to assess serious or complex cases.

In 2021, we achieved a global lost workday case rate of 0.06 and a recordable incidence rate of 0.13,[11] compared to 2020 average rates (the most recent data available) of 0.1 and 0.4, respectively, in the U.S. Computer and Peripheral Equipment Manufacturing industry (NAICS Code 33411).

Our manufacturing facilities continue to represent our most significant health and safety risks, due to higher potential exposure to chemicals and machinery-related hazards. Reducing and effectively managing risks at these facilities remains a focus, and injury rates continue to be low. We have implemented programs to address common risks such as ergonomic issues, slips, and falls. We also address the safety of employees when they are working beyond our facilities, such as customer service agents visiting customer sites, for whom we develop training and related testing on issues such as vehicle and back safety. To support employees working remotely since the COVID-19 pandemic, we have provided ergonomic training sessions, remote reviews for ergonomically appropriate offices, equipment stipends, and other assistance.

Throughout the pandemic, a top priority of HP's has been the health, safety, and wellbeing of employees and their families. Our cross-functional COVID-19 program management office meets regularly to review the latest data from HP business and site leaders, identify and address emerging risks, and formulate HP's response to actions taken by governments and public policy organizations. We've put in place global policies and protocols based on guidance from healthcare experts and public health leaders, and regularly review and update them to reflect the best, most current information available.

See more information about our EHS management system.

See Data.

Wellbeing

The physical health, financial wellbeing, and life balance of our employees is vital to HP's success. In 2021, we continued to deliver programs that focused on the needs of our workforce during the unprecedented challenges presented by the COVID-19 pandemic.

Through our wellbeing vendors and in conjunction with HP Spirit, we offered an array of programs, activities, and virtual gatherings, as well as enhanced benefits and resources to support

wellbeing. These included sessions that focused on understanding biometric markers and the impact of sugar on our diet, and ongoing virtual office hours with our medical director and other doctors providing validated COVID-19 information.

Our Well Beyond wellbeing program continued to encourage healthy behaviors through regular communications, voluntary progress tracking through the Virgin Pulse app, fun challenges, and incentives. Depending on location, U.S. employees and spouses/domestic partners can each receive incentives of up to US$550 a year for activities such as completing a wellness assessment and tracking healthy activities. As of October 2021, 78% of eligible employees in the United States, and 59% worldwide, had enrolled in the Well Beyond program.

Physical health

- As part of our Global Wellness Challenge (GWC) held in April and May, 61% of our employees, including 79% of our U.S. workforce, enrolled in the Virgin Pulse platform, through which we provide access to digital coaching and a wide range of health and wellbeing content.

- During the GWC, we recorded 6.7 billion employee steps through our Well Beyond platform, equivalent to nearly 10,200 daily steps per participant.

Financial wellness

- Nearly 3,000 employees in the United States participated in our $ave Beyond financial wellness month activities. During August 2021, employees attended weekly question and answer sessions with investment experts from Fidelity more than 1,300 times.

Life balance

- We built on our 2020 "Take Time for You" campaign to integrate mental health into all aspects of our wellbeing programming. We also hosted a webinar during Mental Health Awareness Month and launched a mental health-focused e-newsletter to spotlight our resources in this area.

- Recognizing employees' continued caregiving challenges, we offered webinars on resiliency and parenting, along with small group coaching for more individualized support.

Our facilities

At our 150 sites in 59 countries around the world, we are taking action to reduce our GHG emissions, energy and water withdrawal, and waste generation. While GHG emissions associated with HP's operations represent just 1% of our overall carbon footprint, this is the area where we have the greatest control and influence, and therefore the greatest ability to make immediate impact. During 2021, we reduced our Scope 1 and Scope 2 GHG emissions 7% compared to 2020. By modeling sustainable operations, we also demonstrate our values in action, and highlight industry-leading practices as an example to employees, customers, suppliers, visitors, and others.

Environmental, health, and safety management

HP owns and leases facilities around the world. Our EHS Policy (now also available in Chinese and Korean) and EHS management system (which apply to all HP employees and contractors and all operational sites) help us to manage our environmental impact, improve worker safety, verify progress toward our goals and adherence to internal standards, and document compliance with all applicable laws and regulations. We investigate all allegations that our facilities are failing to comply with applicable laws and take corrective action when needed.

Every year, we perform risk assessments at all of our chemical-intensive and manufacturing sites. In 2021, we conducted on-site audits wherever possible. Where the pandemic prevented in-person visits, we conducted remote audits or postponed them until 2022. Management reviews the findings of all audits, and any deficiencies are identified and action plans are developed.

When feasible, we pursue environmental management and green building certifications at HP-owned and leased facilities worldwide. As of the end of 2021, 22 facilities, including all HP manufacturing sites, were certified to International Organization for Standardization (ISO) 14001:2015 (the most recent version), with 17 as part of our global ISO 14001 certificate. Thirteen facilities, including 57% of HP manufacturing sites, were certified to ISO 45001: 2018 for occupational health and safety.

As of October 31, 2021:

- Fifteen sites globally had achieved Leadership in Energy and Environmental Design (LEED®) certifications for buildings, including 12 at the Gold or above level.[1]

- Three sites had achieved BREEAM certifications for building, including one at the Excellent level.[2]

- Two locations had achieved SITES certification for sustainable landscape.

- One site had achieved TRUE certification for waste diversion.

All new build-outs target the LEED v4 Gold Standard and/or a local equivalent (such as BREEAM). In support of these objectives, HP has developed the HP Green and Smart Construction Playbook for project managers, which provides guidance on key principles such as energy use, indoor air quality, water withdrawal, and waste recycling. We also factor environmental considerations into decisions to lease new sites, asking prospective landlords, through the HP Energy and Sustainability Survey, about features such as LEED certification, renewable energy, electric vehicle (EV) charging stations, and water efficiency.

Sites use our HP EcoChampions Playbook to support training and engagement on sustainable operations. The Playbook includes modules with step-by-step guidelines in areas such as energy and water efficiency and waste reduction.

To drive improvement in health and safety, our EHS management system aligns with the American National Standards Institute (ANSI) Z10 standard and the ISO 14001 standard. We hire and train safety professionals to implement procedures for reviewing new and ongoing workplace health and safety hazards, and incorporate newly identified hazards periodically into our EHS management system.

Supervisors are required to ensure that all HP work-related health and safety incidents are investigated and issues addressed. When an injury occurs, we identify the root cause and implement solutions to address it. Employees receive guidance to identify and report hazards, and channels exist for them to report hazards outside of their immediate control, for action by facility teams. We ensure our employees feel able to remove themselves from situations they believe are unsafe.

To continually develop our global EHS management system, we engage with and seek input from safety professionals, management teams, and partners across HP. All locations must proactively implement company-wide health and safety standards. These specify that any new equipment and chemicals, along with any changes to the work environment, are reviewed for safety and environmental issues, and any issues addressed accordingly.

ABOUT OUR OPERATIONAL DATA

All environmental data reported in this section refers to HP operations through October 31, 2021. At that time, we owned or leased 150 sites in 59 countries. From invoices and other documents, HP directly tracked data for 2021 representing 95% of total electricity use, 90% of total natural gas use, 92% of total water withdrawal, 90% of nonhazardous waste, and 100% of total hazardous waste.

All HP facilities have assigned technical EHS personnel, and our global EHS team provides guidance and oversight. Joint management worker health and safety committees exist in some locations, and we regularly discuss relevant policies, processes, and regulatory compliance with employees.

In 2021, more than 1,690 employees and agency contractors took part in 107 instructor-led courses, and over 42,000 web-based EHS training courses were completed. Our training includes information about general workplace issues, as well as targeted information for specific roles.

Promoting a culture of environmental responsibility

Our employees worldwide make a vital contribution to improving our environmental performance, and employee engagement initiatives enable HP's global workforce to directly support our Sustainable Impact goals and vision. For example, during 2021:

- October EcoChallenge with Ecochallenge.org: More than 1,000 HP employees from 85 teams and 44 countries took part in this three-week personal sustainability challenge, with four HP sites earning top-10 spots.

- Earth Month: More than 1,600 employees pledged to take climate action by reducing food waste, adopting a plant-rich diet, and using energy-efficient appliances. Employees attended a plant-rich diet webinar and cooking lesson, as well as a climate action webinar in collaboration with Project Drawdown.

Greenhouse gas emissions[3]

Most of our GHG emissions from operations are related to the energy used to power our facilities. To save money, drive progress toward our goals, and reduce our climate impacts, we:

- Aggressively reduce energy consumption through optimization and efficiency projects.

- Increase on-site generation of renewable power.

- Procure off-site renewable power, including renewable energy credits (RECs), utility supplier green power options, and power purchase agreements (PPAs).

Our global operations produced 159,500 tonnes of Scope 1 and Scope 2 CO_2e emissions during 2021. This 7% decrease compared to 2020 drives progress toward our goal of reaching carbon neutrality in HP operations by 2025.

GHG emissions intensity equaled 2.5 tonnes of CO_2e per million U.S. dollars of net revenue in 2021, a 17% reduction from 2020. HP operations consumed more energy in 2021 than in 2020

2025 GOAL

Reduce Scope 1 and Scope 2 GHG emissions from global operations by 60% by 2025, compared to 2015[4]
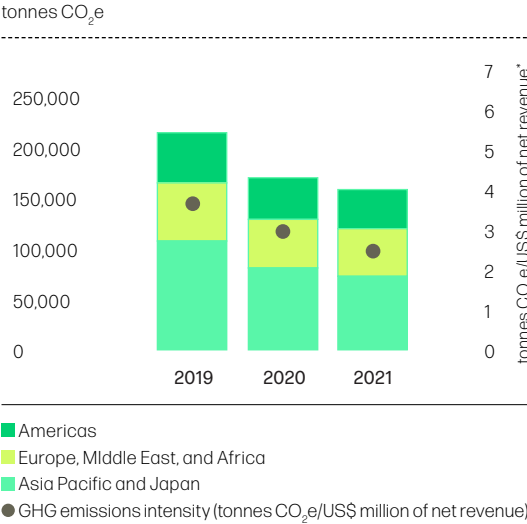
PROGRESS IN 2021
HP's global operations produced 159,500 tonnes of Scope 1 and Scope 2 CO_2e emissions

↓ **59%**

less than our 2015 baseline

due to partial site re-occupancy and increased activity at manufacturing locations. However, we still achieved a 7% year-over-year reduction in absolute GHG emissions due to reduced fleet usage and increased purchases of renewable electricity and attributes. Prior to the partial site re-occupancy, we maintained our broadened temperature set points, reduced lighting schedules, and manually shut off equipment where it was not required. Later in the year, we also implemented multiple capital-funded energy-conservation projects. Learn more.

See our full carbon footprint for 2019–2021, HP Carbon accounting manual, and HP CDP Climate Change response.

Scope 1 and Scope 2 GHG emissions from operations

tonnes CO_2e

- Americas
- Europe, Middle East, and Africa
- Asia Pacific and Japan
- GHG emissions intensity (tonnes CO_2e/US$ million of net revenue)*

* Historical emissions-intensity values were calculated using HP's annual revenue as characterized in financial reporting and Scope 1 and Scope 2 GHG emissions.

Energy efficiency

Energy use is a significant operating expense for HP and the main driver of our climate impact from operations. Our operations consumed 697,058 MWh of energy in 2021. Excluding energy from our transportation fleet (which HP did not report prior to 2021), energy use in operations increased by 3% compared with 2020, due to partial site re-occupancy and increased activity at our manufacturing sites. Global electricity use

increased by 2% during that period. Excluding energy use from our transportation fleet, energy intensity decreased 8% in 2021 compared with 2020.

Prior to the partial site re-occupancy, our non-critical buildings were closed due to COVID-19, and access restrictions prevented us from implementing capital-funded energy-conservation projects. During that closure, our facility teams ensured these buildings were set for unoccupancy by maintaining our broadened temperature set points, reducing our lighting schedules, and manually shutting off equipment when not needed.

Energy use from operations

MWh

	2019	2020	2021
Stationary combustion (natural gas and diesel)	132,315	119,387	126,484
Electricity*	526,835	482,119	492,712
Transportation fleet**			74,826
District cooling and heating (purchased)	4,224	3,395	3,036
Energy intensity (MWh/US$ million of net revenue)***	11.3	10.7	11.0

  * Includes purchased electricity and electricity generated on-site.
 ** This data was first reported for 2021. Includes gasoline and diesel.
*** Historical energy-intensity values were calculated using HP's annual revenue as characterized in financial reporting and direct and indirect energy use.

Later in 2021, we implemented several capital-funded energy-conservation projects, which included chiller plant optimization, LED lighting upgrades, uninterruptible power supply (UPS) upgrades, air conditioning (HVAC) system replacements, site retro-commissioning, and installation of upgraded controllers for a large site compressed air system. We also confirmed that sites were compliant with the HP occupied temperature set points upon reoccupation.

Learn more about how we are reducing GHG emissions across our value chain in Supply chain responsibility: Environmental impact and Products and solutions.

2025 GOAL

Use 100% renewable electricity in our operations by 2025

PROGRESS IN 2021

HP's global operations procured and generated 264,054 MWh of renewable electricity and attributes, equivalent to

54%

of our global electricity consumption

Renewable energy

By 2025, we aim to use 100% renewable electricity to power our global operations. In 2021, we procured and generated 264,054 MWh of renewable electricity globally (83.4% wind, 5.0% solar, 9.5% hydro, and 2.1% unknown). Renewables accounted for 54% of our global electricity consumption, compared to 51% in 2020. Sources of renewable electricity in 2021 included RECs, GOs (guarantees of origin), and I-RECs (international RECs) (87.3%), direct purchases (11.2%), and renewable energy generated on-site and on-site PPAs (1.5%).[5] Through these purchases, we once again achieved our objective to use 100% renewable electricity in the United States and helped to advance the global market for renewables.

Building on previous renewable energy initiatives, such as the solar-covered roof at our Palo Alto headquarters, in 2021 we signed a large on-site solar PPA for our Barcelona, Spain, facility. This will provide approximately 2,174 MWh per year, equivalent to 12.2% of the site's annual electricity use. HP also signed an on-site solar PPA during 2021 to provide parking canopies at a site in Singapore.

#18 **&EPA GREEN POWER PARTNER**

on the Green Power Partnership Top 30 Tech & Telecom list (as of April 2022)

Auto fleet, business travel, and commuting

Our goal is to reduce GHG emissions from HP-owned or leased auto fleet vehicles by 25% by 2025, compared to 2015. During 2021, our company fleet accounted for 20,100 tonnes of CO_2e emissions, down 16% compared to 2020 and 39% less than in 2015. By 2030, our goal is to achieve a 100% EV company fleet. We started our first EV fleet pilots in the Netherlands in October 2020 and Belgium in January 2021, and introduced a hybrid as our default fleet vehicle in the United States. By the end of 2021, 2% of our fleet was EVs and 12% was hybrid vehicles.

To decrease emissions associated with business travel, we provide employees with low-impact travel choices through collaboration with travel providers, planning tools, and transportation alternatives. In 2021, we joined the Eco-Skies Alliance program to support the use of sustainable aviation fuel.

We have committed to installing EV infrastructure at all feasible sites worldwide by 2030. In 2021, we offered EV infrastructure at 45% of 86 target sites, including 18 new charging stations installed during the year. Wherever feasible, we require new building constructions and leases to include EV infrastructure.

See data related to business travel and employee commuting.

Water

Water withdrawal associated with our operations makes up 2% of our total water footprint. This is roughly evenly split between direct withdrawal as described in this section (mainly for use in buildings, cooling, landscaping, and production of high-purity water for manufacturing) and indirect withdrawal associated with generation of the electricity we use in our facilities.

In 2021, we withdrew 2,556,000 cubic meters of water overall, 2% less than in 2020. This decrease was primarily due to the discovery and repair of
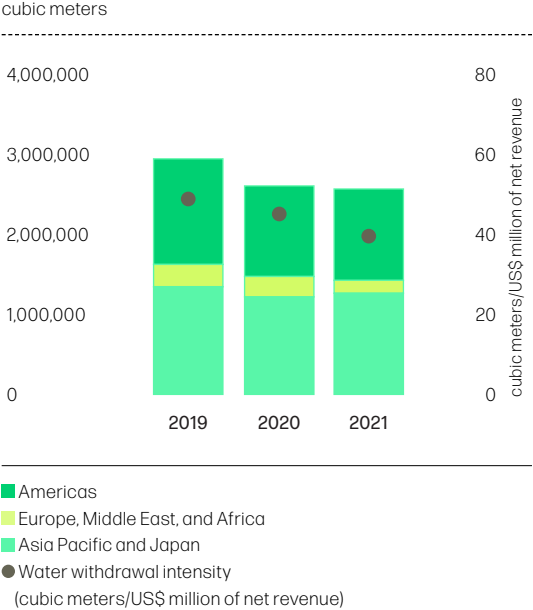
a chronically leaking main pipe at our Barcelona, Spain, site in 2020. Water withdrawal intensity per million U.S. dollars of net revenue decreased by 12% between 2020 and 2021.

To decrease and recycle water used at our facilities, we employ capital practices, sustainable landscaping, infrastructure upgrades, leak monitoring and detection, and greywater reuse. At some locations, we also reduce our dependency on potable water by utilizing alternative sources, including rainwater and reclaimed water.

We use the World Resources Institute Aqueduct Water Risk Atlas tool to assess the risk of sites and prioritize reductions in water-stressed locations. Using this tool, we assessed 171 HP facilities as part of our risk modeling for 2021. Fifty of the facilities assessed (29% of the total) fall within the high-risk category for water stress. Those locations withdrew 245,000 cubic meters of water during 2021, 9% of our global total and down 17% from the prior year.

HP recycled or reused 310,000 cubic meters of water[6] globally during 2021 for landscaping, indoor plumbing fixtures, and as process water. This was equivalent to 11% of total water withdrawal. The company also captured and used 1,000 cubic meters of rainwater for cooling towers during the year.

2025 GOAL

Reduce potable water withdrawal in global operations by 35% by 2025, compared to 2015, focusing on high-risk sites

PROGRESS IN 2021

HP withdrew 2,245,000 cubic meters of potable water across global operations in 2021,

↓ 30%

less than in 2015, and focused reduction efforts on high-risk sites (see water-saving projects completed during 2021, at right)

Water withdrawal*

cubic meters

- Americas
- Europe, Middle East, and Africa
- Asia Pacific and Japan
- Water withdrawal intensity
  (cubic meters/US$ million of net revenue)

* Historical withdrawal-intensity values were calculated using HP's annual revenue as characterized in financial reporting and water withdrawal.

Water-saving projects completed during 2021 included:

- Barcelona, Spain, and Kiryat Gat and Caesarea, Israel: Identifying and remediating significant leaks at facilities, discovered due to our expansion of leak detection in 2020, saves approximately 63,000 cubic meters of water on an annualized basis.

Water withdrawal by source, 2021*

percentage of total

	2021
Municipal water	87.3%
Wastewater from another organization**	12.1%
Well water***	0.5%

* Direct use of surface water is insignificant and not included in data reported. Rainwater is about 0.03% of total.
** NEWater: ultra-purified wastewater used in manufacturing operations in Singapore.
*** This category includes groundwater.

- Singapore: Implementing a project at a facility to recycle water for use in cooling towers, reducing demand on treated water supplied by the municipality, saves about 64,800 cubic meters annually.

See detailed water data for 2019–2021, the HP Water accounting manual, and our CDP Water Security submission.

Wastewater

Wastewater is not a significant environmental risk at HP's operations. Our imaging and printing product manufacturing facilities generate process effluents that are pre-treated, strictly monitored, and discharged under government-issued permits. We implement procedures to prevent unauthorized discharges of chemicals to our facility wastewater systems and ensure that

these sites do not discharge untreated wastewater directly to surface water or to groundwater.

Waste

Although our facilities do not generate large amounts of waste, we employ a global policy of "reduce, reuse, and recycle" that supports our company-wide shift toward a circular economy. HP generated 13,900 tonnes of nonhazardous waste in 2021,[7] as well as 500 tonnes of used electronic equipment recovered from HP operations.

In 2021, we achieved an 86.4% landfill diversion rate globally, and we use disposal only as a last resort. The COVID-19 pandemic has adversely impacted waste management processes, which lowered our global diversion rate from 91.8% in 2019. We reuse electronic equipment when possible or recycle it responsibly through the same programs we offer customers. See Product repair, reuse, and recycling.

In 2021, to help us achieve site-specific Zero Waste certification, we began conducting in-depth audits of our waste streams, beginning with

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2025 GOAL

Reach zero waste in HP operations by 2025[8]

PROGRESS IN 2021

In 2021, we achieved an

86.4%

landfill diversion rate globally

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sites with the largest waste volumes. Following audits, HP teams at our Corvallis, Oregon, and Kiryat Gat, Israel, sites have begun implementing recommendations—such as expanding composting, eliminating disposables such as cups and utensils, and improving waste sorting— that are expected to reduce waste to landfill by 182 tonnes annually.

The main hazardous waste we generate is liquid from ink-manufacturing facilities. These manufacturing sites prioritize waste management options with low environmental impacts and only use disposal as a last resort. Although ink manufacturing is a source of hazardous waste,
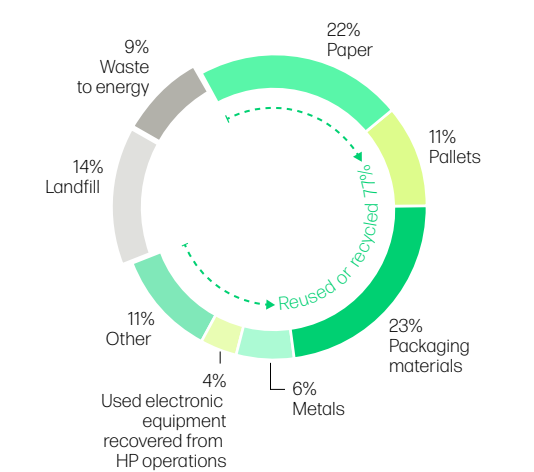
Original HP Ink Cartridges used by customers and in our offices can be recycled and are considered nonhazardous in many of our major markets. We generated 7,060 tonnes of hazardous waste in 2021.

See detailed waste data for 2019–2021.

See HP's latest disclosure to the U.S. Environmental Protection Agency Toxics Release Inventory.

HP is conducting environmental investigations and/or remediation at several current or former operating sites. Some historic manufacturing activities of HP and predecessor companies used chemicals now known to have contaminated soil and groundwater. We are also involved in the cleanup of sites affected by the improper disposal and recycling of HP's waste by third parties. HP proactively works to implement a variety of remediation activities in cooperation with regulatory agencies.

Composition of nonhazardous waste and used electronic equipment recovered from HP operations, 2021*

percentage of total

- 22% Paper
- 11% Pallets
- 23% Packaging materials
- 6% Metals
- 4% Used electronic equipment recovered from HP operations
- 11% Other
- 14% Landfill
- 9% Waste to energy
- Reused or recycled 77%

* HP sites report nonhazardous waste volumes and disposition based on information provided by our waste disposal vendors. For sites unable to directly track nonhazardous waste, we estimate volumes and disposition using intensity factors based on similar operations.

Community giving and volunteerism

We work to accelerate digital equity, connect communities to greater economic and social opportunity, and bring technology-related learning experiences to underrepresented and underserved communities worldwide. By leveraging our technology, scope, and scale, together with strategic local and international partnerships, we create positive impact in the communities where we live, work, and do business. Corporate contributions, the HP Foundation,[1] and employee giving and volunteerism are central to our approach. See HP's Global Charitable Contributions Policy.

In 2021, HP continued to provide relief and support for those affected by COVID-19, while our employees participated in numerous virtual volunteering opportunities to help those in need. HP donated US$3.08 million in products during the year (see box on next page), and the HP Foundation continued uplifting communities through the HP LIFE (Learning Initiative for Entrepreneurs) program to reach students around the world who have had their educations interrupted. See also HP's response to COVID-19 and Education.

Focus areas*

TECHNOLOGY-ENABLED EDUCATION AND SKILLS-BUILDING	ENVIRONMENTAL STEWARDSHIP, RESILIENCE, AND DISASTER RECOVERY	INCLUSION AND EMPOWERMENT FOR UNDERREPRESENTED AND MARGINALIZED PEOPLE

4 QUALITY EDUCATION   **8** DECENT WORK AND ECONOMIC GROWTH   **11** SUSTAINABLE CITIES AND COMMUNITIES   **13** CLIMATE ACTION   **5** GENDER EQUALITY   **10** REDUCED INEQUALITIES

* SDG 3, Good health and well-being, was a significant focus in 2021 as well, due to the COVID-19 pandemic.

How we supported our communities in 2021

CORPORATE GIVING	HP FOUNDATION CASH CONTRIBUTIONS	EMPLOYEE GIVING	EMPLOYEE VOLUNTEERISM
US$13.52 million in cash contributions and products	US$6.96 million	US$2.65 million	136,000 hours contributed by 9,200 employees

2025 GOAL

Contribute US$100 million in HP Foundation and employee community giving[2] by 2025 (cumulative since the beginning of 2016)

PROGRESS THROUGH 2021

Reached

US$73.4

MILLION

in HP Foundation and employee community giving

HP Foundation programs

HP LIFE: Learning and employment opportunities for aspiring entrepreneurs

To help accelerate digital equity and build skills for the future, the HP Foundation provides core business and IT skills training free of charge for start-ups, students, and small businesses through HP LIFE. The program offers global access to more than 30 free courses in eight languages, available online, offline, and in person, when it's safe to do so.

PRODUCT DONATIONS TO HELP BRIDGE THE EDUCATION DIVIDE AND SUPPORT COVID-19 RESPONSE

In 2021, HP donated US$3.08 million in laptops, printers, displays, and paper to support education, small and mid-sized businesses, and healthcare entities in underprivileged and underserved communities around the world. For example, in support of our goal to accelerate digital equity, we provided technology, HP Instant Ink subscriptions, learning packets, and other support to underserved students and families in New York, in partnership with nonprofit Parents Supporting Parents.

In 2021, 163,000 new users enrolled in HP LIFE, 5% more than in 2020. We also launched five new mobile-friendly courses. All HP LIFE courses are compliant with Web Content Accessibility Guidelines 2.1.

We partner with world-class organizations to expand the impact of HP LIFE.

See HP LIFE success stories.

HP is committed to accelerating digital equity for 150 million people by 2030, since 2021. Learn how our products, solutions and services, global partnerships and networks, and programs are accelerating digital equity.

Supporting learners globally

HP LIFE and the power of volunteering in Brazil

In 2021, 36 employee volunteers from HP's São Paulo and Porto Alegre sites in Brazil collaborated with the Instituto Mundo Aflora to run programs

2030 GOAL

Enroll 1.5 million HP LIFE users between 2016 and 2030

PROGRESS THROUGH 2021

Enrolled

533,000

since 2016

at the Fundação CASA juvenile detention center. HP volunteers worked at the girls' unit, aiming to improve the girls' emotional wellbeing and equip them with life skills to make better choices upon return to their communities. The team delivered the HP LIFE courses Social Entrepreneurship, Success Mindset, 3D Printing, Design Thinking, Strategic Planning, Growth Engine for Your Business, and Starting a Small Business, as well as classes on emotional intelligence, diversity and inclusion, and sustainability, to 168 girls via interactive virtual sessions. Learn more.

Expanding access to learning in Mexico

In 2021, we launched two new HP LIFE centers in Mexico, building on our collaboration with the UN Women's Second Chance Education and Vocational Learning program, the BHP Foundation, and Intel. The centers provide digital classrooms with access to free online entrepreneurial learning courses for women. Although impacted by COVID-19, this partnership aims to empower up to 6,000 women from launch in 2019 through June 2022, having reached more than 1,300 by the end of 2021.

Bringing HP LIFE to 10 countries with Junior Achievement (JA) Worldwide

In 2021, HP expanded our partnership with JA Worldwide to Greece, Italy, Indonesia, the Netherlands, Russia, Spain, and Turkey, building on the existing activities in Bulgaria, Hungary, and Romania. JA Romania enrolled more than 15,000 new users in HP LIFE in 2021, working with

1,200 high schools and 200 universities. Students enrolled in JA entrepreneurship competitions have access to online mentoring sessions with HP volunteers, receiving feedback and support on business plans and pilot projects.

BeChangeMaker: Empowering social entrepreneurs globally

In partnership with WorldSkills International, HP LIFE hosts an annual BeChangeMaker business pitch competition. Teams use HP LIFE courses to generate social venture ideas related to the UN Sustainable Development Goals, create a viable business model, and pitch their concept to HP employees who serve as mentors and judges. In 2021, HP and WorldSkills hosted:

- BeChangeMaker Global for the fifth year, with the top six teams chosen from nearly 400 applications representing more than 60 countries. The winning team—VaxiGlobal—pitched an idea to modernize the vaccination process and documentation to fight COVID-19 in Africa.

- BeChangeMaker Africa for the second year, selecting the top six entrants from nearly 500 teams representing over 40 countries. Team AfriCity, from South Africa, took first place, with an idea to work with unemployed youth and postgrad students in Africa to collect market data and identify macro city trends to support innovation and economic development in key African cities.

Imagine Grants

Through the HP Foundation Imagine Grants, HP leaders and country managers allocate cash grants to local nonprofits. In 2021, we fulfilled US$1.24 million in Imagine Grants worldwide, to enable purchase of technology or technology-related education.

Disaster recovery and resilience

HP, our employees, and the HP Foundation together provide financial support for communities affected by natural disasters and emergencies. In 2021, we supported response efforts for the Texas winter storm, the earthquake in Haiti, wildfires across Greece, Tunisia, Turkey and the western United States, flooding in Belgium, Germany, and the Netherlands, and Hurricane Ida in the United States. We also provided COVID-19 relief to Brazil and India and relief to Israel and Palestine after bombings in the region.

We worked with strategic partners, including the American Red Cross, Direct Relief, the Information Technology Disaster Resource Center, and the International Federation of Red Cross and Red Crescent Societies to provide relief to speed recovery and reconnect vital networks.

Employee volunteerism

HP taps into the talents, passions, and entrepreneurial spirit of employees to make a difference in our communities. In 2021, 9,200 employees contributed about 136,000 hours to local volunteer efforts in 58 countries, with a value of US$8.58 million.[3] HP employees are granted four hours paid volunteer time per month.

2025 GOAL

Contribute 1.5 million employee volunteering hours by 2025 (cumulative since the beginning of 2016)

PROGRESS THROUGH 2021

Reached

692,000

employee volunteering hours

40 Days of Doing Good

In 2021, almost 3,700 employees in 51 countries participated in HP's annual 40 Days of Doing Good campaign. Employees volunteered 26,150 hours, supporting 171 projects. In support of advancing digital equity, the HP Foundation complemented these efforts with grants totaling US$494,000 to support the work of education- and technology-related learning charities nominated by our employees. For example, 54 HP employees from Malaysia and other locations in Asia volunteered to support educators who were using technology to teach remotely during the COVID-19 pandemic. Our volunteers delivered digital skills training workshops that were attended by 169 teachers. Learn more.

See Data for detailed figures.

Data

Our employees*

	2019	2020	2021
Women employees [% of total]			
Worldwide	36.6%	36.9%	37.3%
Women managers** [% of total]			
Worldwide	28.7%	29.7%	32.5%
Global new hires, by gender [% of total]			
Women	40.2%	35.8%	39.5%
Men	57.1%	63.3%	56.5%
Not disclosed/available	2.7%	0.9%	4.1%
Global new hires in technical roles, by gender [% of total]			
Women	32.3%	27.6%	28.2%
Men	65.6%	71.7%	67.5%
Not disclosed/available	2.1%	0.6%	4.3%
U.S. employees, by ethnicity [% of total]			
White	64.7%	63.1%	62.1%
All minorities	27.2%	28.9%	30.8%
Black/African American	3.8%	4.0%	4.5%
Hispanic/Latin American	8.7%	9.3%	9.6%
Asian	12.1%	12.9%	13.6%
Native American	0.5%	0.5%	0.5%
Hawaiian/Pacific Islander	0.2%	0.1%	0.2%
Two or more races	1.9%	2.1%	2.4%
Not disclosed/available	8.1%	8.0%	7.1%

	2019	2020	2021
U.S. executives, by ethnicity*** [% of total]			
White	69.8%	65.6%	67.0%
All minorities	19.5%	23.4%	24.2%
Black/African American	2.8%	4.2%	4.1%
Hispanic/Latin American	7.0%	6.3%	7.2%
Asian	8.8%	11.5%	11.9%
Native American	0.0%	0.5%	0.5%
Hawaiian/Pacific Islander	0.0%	0.0%	0.0%
Two or more races	0.9%	1.0%	0.5%
Not disclosed/available	4.7%	5.2%	8.7%
U.S. new hires, by ethnicity**** [% of total]			
White	56.6%	59.3%	51.1%
All minorities	39.4%	37.1%	44.8%
Black/African American	4.5%	5.6%	9.2%
Hispanic/Latin American	12.8%	7.8%	10.8%
Asian	16.6%	19.4%	19.5%
Native American	0.8%	0.8%	0.3%
Hawaiian/Pacific Islander	0.3%	0.0%	0.3%
Two or more races	4.4%	3.6%	4.7%
Not disclosed/available	3.9%	3.6%	4.1%

World workforce (regular full time and part time) by age group, 2021	30 and under	31–50	51 and over
By job level			
Executives*	0.0%	39.1%	60.9%
Directors	0.1%	54.7%	45.2%
Managers**	1.4%	71.7%	26.8%
Professionals	15.0%	66.9%	18.1%
Other	40.8%	46.0%	13.2%
Total	19.0%	62.5%	18.6%
By function			
Engineering	15.1%	64.9%	20.1%
Sales	10.2%	68.5%	21.3%
Sales operations	29.4%	62.2%	8.4%
Services	19.7%	59.2%	21.1%
Supply chain and operations	29.6%	56.2%	14.2%
Other	18.0%	62.7%	19.3%
Total	19.0%	62.5%	18.6%

*Based on business unit, this includes up to four levels from the CEO.

**This refers to people managers below director level.

Employees (regular full time and part time) by region and gender, 2021*	Men	Women	Undeclared/ Unknown	Total
Worldwide	31,732	19,069	334	51,135
Americas	11,462	6,124	101	17,687
Asia Pacific and Japan	13,068	8,280	44	21,392
Europe, Middle East, and Africa	7,202	4,665	189	12,056

* This table does not include 2,817 employees of certain majority-owned, consolidated subsidiaries, for which data was not available.

*Employee data refers to regular full-time and part-time employees. Data is as of October 31 of the year reported. Employees self-identify gender and race.

**Includes all management categories (supervisors, managers, directors, and executives).

***As a percentage of U.S. personnel with the title of Executive, formerly called Vice President.

****This data was restated for 2019 and 2020, to improve accuracy.

World workforce (regular full time and part time) by gender, 2021	Men	Women	Unknown
By job level			
Executives*	71.6%	28.1%	0.3%
Directors	66.0%	33.8%	0.2%
Managers**	70.5%	29.3%	0.2%
Professionals	62.6%	36.8%	0.7%
Other	55.5%	43.5%	0.9%
Total	62.1%	37.3%	0.7%
By function			
Engineering	77.5%	22.3%	0.2%
Sales	71.2%	28.0%	0.8%
Sales operations	42.5%	56.3%	1.2%
Services	67.3%	31.3%	1.4%
Supply chain and operations	51.5%	48.3%	0.2%
Other	49.8%	49.7%	0.5%
Total	62.1%	37.3%	0.7%

*Based on business unit, this includes up to four levels from the CEO.

** This refers to people managers below director level.

See HP's 2021 EEO-1 Report.

Employees by employment type (regular full time and part time) and gender, 2021*	Women	%	Men	%	Undeclared	%	Total
Full time							
Executives**	84	28.2%	213	71.5%	1	0.3%	298
Directors	330	33.7%	646	66.1%	2	0.2%	978
Managers***	1,316	29.3%	3,174	70.6%	7	0.2%	4,497
Professionals	12,811	36.3%	22,207	63.0%	233	0.7%	35,251
Other	4,231	43.4%	5,426	55.7%	90	0.9%	9,747
Subtotal	18,772	37.0%	31,666	62.4%	333	0.7%	50,771
Part time							
Executives**	0	0.0%	1	100%	0	0.0%	1
Directors	1	100%	0	0.0%	0	0.0%	1
Managers***	6	66.7%	3	33.3%	0	0.0%	9
Professionals	266	81.3%	60	18.3%	1	0.3%	327
Other	24	92.3%	2	7.7%	0	0.0%	26
Subtotal	297	81.6%	66	18.1%	1	0.3%	364
Total	19,069	37.3%	31,732	62.1%	334	0.7%	51,135

* This table does not include 2,817 employees of certain majority-owned, consolidated subsidiaries, for which data was not available.

** Based on business unit, this includes up to four levels from the CEO.

*** This refers to people managers below director level.

Voluntary turnover rate	2021
Men	6.6%
Women	5.8%
Overall	6.1%

Involuntary turnover rate	2021
Men	2.9%
Women	2.1%
Overall	2.6%

Health and safety		2019	2020	2021
Lost workday case rate*				
Global		0.08	0.06	0.06
Americas		0.15	0.09	0.11
Europe, Middle East, and Africa		0.06	0.11	0.06
Asia Pacific and Japan		0.04	0.00	0.13
Leading causes of lost workdays [% of total]				
Slips, trips, and falls		16%	9%	23%
Automobile accidents		16%	25%	11%
Struck by/against/cut by		20%	18%	17%
Ergonomics—materials handling		22%	20%	17%
Overexertion—not materials handling		0%	18%	3%
Other		24%	10%	29%
Recordable incidence rate**				
Global		0.21	0.10	0.13
Americas		0.33	0.19	0.20
Europe, Middle East, and Africa		0.34	0.14	0.13
Asia Pacific and Japan		0.04	0.01	0.08
Leading causes of recordable incidents (with and without lost time) [% of total]				
Struck by/against/cut by		30%	22%	24%
Slips, trips, and falls		19%	16%	14%
Automobile accidents		13%	22%	6%
Ergonomics—materials handling		21%	11%	17%
Ergonomics—office environment		4%	4%	4%
Other		13%	25%	35%

Health and safety	2019	2020	2021
Lost time injury severity rate***			
Global	2.00	2.10	2.26
Americas	5.15	5.08	5.82
Europe, Middle East, and Africa	0.42	1.55	0.78
Asia Pacific and Japan	0.25	0.12	0.35

* Lost workday case rate is the number of work-related injuries that result in time away from work per 100 employees and contractors that HP manages working a full year. Rates are calculated globally using OSHA definitions for recordability and OSHA calculation methodologies. The figures are based on employees working an average of 2,000 hours during a full year. The U.S. average in 2020 for the Computer and Peripheral Equipment Manufacturing industry (NAICS #33411) was 0.07. Data is for the calendar year.

** Recordable incidence rate is the number of work-related injury cases requiring more than first aid per 100 employees and contractors that HP manages. Rates are calculated globally using OSHA definitions for recordability and OSHA calculation methodologies. The figures are based on employees working an average of 2,000 hours during a full year. The U.S. average in 2020 for the Computer and Peripheral Equipment Manufacturing industry (NAICS #33411) was 0.10. Data is for the calendar year.

*** Lost time injury severity rate is the number of days lost due to injury per 100 employees and contractors that HP manages. Rates are calculated globally using OSHA definitions for recordability and OSHA calculation methodologies. The figures are based on employees working an average of 2,000 hours during a full year. Data is for the calendar year.

Our facilities (also see Carbon footprint)*

	2019	2020	2021
Energy use** [MWh]	663,374	604,901	697,058
Energy intensity*** [MWh/US$ million of net revenue]	11.3	10.7	11.0
Direct energy use in operations (corresponds to Scope 1 emissions)** [MWh]	133,851	120,911	202,750
Natural gas	131,551	117,945	125,111
Americas	113,385	106,738	114,019
Europe, Middle East, and Africa	12,342	9,760	9,632
Asia Pacific and Japan	5,824	1,447	1,460
Renewable (generated on-site)	1,536	1,525	1,440
Diesel/gas/oil/LPG****	763	1,441	1,372
Transportation fleet—gasoline			52,022
Transportation fleet—diesel			22,804
Indirect energy use (corresponds to Scope 2 emissions) [MWh]	529,524	483,990	494,308
Electricity (purchased)	525,299	480,595	491,272
Americas	217,727	192,520	195,891
Europe, Middle East, and Africa	101,580	103,945	108,322
Asia Pacific and Japan	205,992	184,130	187,059
Voluntary purchases of renewable energy†	231,561	239,571	261,196
Voluntary purchases of no/low-carbon energy	0	0	0
Supplier-specific renewable energy	7,301	2,566	1,417
District cooling and heating (purchased)	4,224	3,395	3,036
Americas	0	0	0
Europe, Middle East, and Africa	0	0	0
Asia Pacific and Japan	4,224	3,395	3,036
Water withdrawal, by region [cubic meters]	2,930,000	2,597,000	2,556,000
Americas	1,306,000	1,126,000	1,132,000
Europe, Middle East, and Africa	277,000	252,000	163,000
Asia Pacific and Japan	1,347,000	1,219,000	1,262,000

	2019	2020	2021
Water withdrawal, by source†† [cubic meters]	2,930,000	2,597,000	2,556,000
Municipal water	2,599,000	2,307,000	2,232,000
Wastewater from another organization††† (NEWater)	301,000	269,000	310,000
Rainwater	1,000	1,000	1,000
Well water	29,000	20,000	13,000
Reused treated sewage treatment plant water^ [cubic meters]	0	0	0
Water withdrawal intensity^^ [cubic meters/US$ million of net revenue]	49.8	45.9	40.3
Recycled or reused water^^^ [% of total water withdrawal]	10.2%	10.4%	12.1%
Nonhazardous waste, by region^^^^ [tonnes]	13,000	14,200	13,900
Americas	7,000	7,100	6,700
Europe, Middle East, and Africa	3,900	4,800	4,600
Asia Pacific and Japan	2,100	2,300	2,600
Nonhazardous waste, by type [tonnes]	13,000	14,200	13,900
Recycled	11,300	10,700	10,500
Landfilled	1,100	2,200	2,000
Waste to energy	600	1,300	1,400
Used electronic equipment recovered from HP operations‡ [tonnes]	400	400	500
Nonhazardous waste and used electronic equipment recovered from HP operations landfill diversion rate [% of total produced]			
Global	91.8%	85.2%	86.4%
Americas	91.2%	90.6%	91.5%
Europe, Middle East, and Africa	89.9%	71.5%	74.9%
Asia Pacific and Japan	96.9%	95.8%	90.8%
Hazardous waste‡‡ [tonnes]	4,660	6,060	7,060
Americas	1,100	1,180	1,400
Europe, Middle East, and Africa	1,570	2,010	1,730
Asia Pacific and Japan	1,990	2,870	3,930

	2019	2020	2021
Ozone depletion potential of estimated emissions‡‡‡ [kg of CFC-11 equivalent]	19	4	4
Americas	18	1	0
Europe, Middle East, and Africa	1	3	4
Asia Pacific and Japan	0	0	0
Number of violations of legal obligations/regulations‡‡‡‡	1	1	0
Fines/penalties related to the above [US$]	0	0	0

* See About our operational data.

** Fuel consumption from HP's transportation fleet was not included in the Direct energy use in operations figures prior to 2021.

*** Historical energy-intensity values were calculated using HP's annual revenue as characterized in financial reporting and energy use.

**** Diesel is mostly used at HP for testing generators. In limited cases, diesel is also used for long-term on-site energy generation.

† Renewable energy and renewable energy credits, excluding renewable energy provided by default in the power grid.

†† "Water withdrawal" includes municipal water, wastewater from another organization, rainwater, and well water. Direct use of surface water is insignificant and not included in data reported. Water withdrawal does not include reused treated sewage treatment plant water.

††† NEWater is ultra-purified wastewater used in manufacturing operations in Singapore.

^ This water is used for landscaping and toilets.

^^ Historical water withdrawal-intensity values were calculated using HP's annual revenue as characterized in financial reporting and water withdrawal.

^^^ This includes NEWater (ultra-purified wastewater used in manufacturing operations in Singapore) as well as recycled or reused water reported by sites globally. Grey water is included, rainwater is not.

^^^^ To provide additional transparency, this report presents used electronic equipment recovered from HP operations as a separate category.

‡ We reuse electronic equipment when possible or recycle it responsibly through the same programs we offer customers. See Product repair, reuse, and recycling.

‡‡ Includes all waste not sent to a municipal solid waste or recycling facility. This conservative approach classifies all waste managed by our hazardous waste vendor as hazardous, unless we can definitively determine it to be nonhazardous.

‡‡‡ HP collects all refrigerant consumption data from local facilities maintenance teams company-wide, directly accounting for facilities' refrigerant leakage and use and avoiding the need for extrapolation. We use various tools and sources for global warming potential and ozone-depletion values, including the Greenhouse Gas Protocol's GHG Emissions from Refrigeration and Air Conditioning Equipment tool, IPCC Second Assessment Report (1995).

‡‡‡‡ This data represents safety or environmental violations from a federal or state agency.

Community giving and volunteerism

	2019	2020	2021
Social investment* [US$ million]	14.60	34.87	29.06
Company cash contributions	2.89	3.71	10.44
HP Foundation cash contributions	4.40	9.88	6.96
Products**	1.88	13.86	3.08
Services***	5.43	7.42	8.58
Social investment [% of net earnings]	0.46%	1.23%	0.45%
U.S. employee contributions to Cash Matching Program [US$ million]	2.13	2.65	2.65
HP Foundation contributions to Cash Matching Program [US$ million]	1.96	3.66	2.73
Employee volunteer hours	145,000	127,000	136,000

* Social investments include all corporate giving made to nonprofit organizations from HP plus the valuation of employee volunteer hours. Data excludes contributions to the HP Foundation and employee donations but includes HP's matching contributions and contributions from the HP Foundation to other organizations.

** Product donations are valued at the internet list price. This is the price a customer would have paid to purchase the equipment through the HP direct sales channel on the internet at the time the grant was processed.

*** "Services" equals the valuation of HP employee volunteer hours. Valuation rates are based on CECP standards.

HP education programs and solutions	2019	2020	2021
Students and adult learners benefiting from HP's education programs and solutions	7,777,000	20,785,000	24,038,000
HP LIFE users enrolled*	49,000	155,000	163,000

*HP LIFE users are also included in the overall students and adult learners data above.

Products and solutions

Circular and net zero carbon economy

Through innovative products and services, we are providing our customers an increasingly circular experience. Our vision is to become a fully circular company powered by service models and circular design in our products, which will affect every part of our business. To minimize environmental impacts, we are working toward product circularity, continued improvements in energy efficiency, using more sustainable materials, and making substantial investments in forests. We extend product life through design, maintenance, upgrades, repair, and innovative service-based business models. At end of service, we strive to reuse or recover all products. Supporting these efforts, we aspire to using 100% renewable energy and producing zero waste to landfill across our manufacturing process.

We will continue to innovate throughout our product and services portfolio and work with suppliers and channel partners to increase circularity.

2030 GOAL

Reach
75%
circularity for products and packaging by 2030[1]

PROGRESS IN 2021
39%
circular by weight[2] (this equals the sum of the five metrics below)

32,000 TONNES
of recycled content plastic used in HP products and packaging (3.3% of total materials use)[3]

105,700 TONNES
of recycled fiber in HP brand paper and packaging (11.1% of total materials use)

227,800 TONNES
of certified sustainably managed fiber in HP brand paper and packaging (23.8% of total materials use)

4,300 TONNES
of recycled content metal used in HP products (0.4% of total materials use)

7,200 TONNES
of reused products and parts (0.8% of total materials use)

We apply rigorous circular design principles to drive progress toward a circular and net zero carbon economy through our portfolio of personal systems, home and office printing solutions, large format printing, industrial graphics, and 3D printing products and solutions. Far-reaching goals related to product circularity (see below), counteracting deforestation, and GHG emissions reduction underpin these efforts.

See the HP Circularity accounting manual.

Four key strategies (see graphic) guide our efforts to transform business models and decouple business growth from resource consumption. By focusing on these areas, we strive to continue to shrink our environmental footprint, support our customers to meet their own sustainability goals, and realize long-term sustainable impact.

Design for Circularity

Design plays a critical role in determining a product's environmental impacts. We apply rigorous design principles to improve the environmental performance of our products across their life cycle. In 1992, we developed our Design for the Environment program to formally consider factors impacting sustainability performance throughout the product design and development phases. We currently call this program Design for Circularity, to reflect how we are designing products and business processes for a circular economy.

We use a science-based approach to evaluate our products, identify and prioritize improvement opportunities, and set goals.

Product circularity
Keeping products and materials in use for longer, designing out waste, expanding repair, reuse, and recycling, increasing longevity, and implementing circular business models.

Energy efficiency
Improving product energy efficiency to reduce customers' energy consumption and decrease product use carbon and water footprints.

Sustainable materials
Increasing materials efficiency, practicing responsible chemistry, using more recycled content and renewable materials, and tackling ocean plastics.

Forest positive
Responsibly sourcing paper and packaging, restoring, protecting, and responsibly managing forests, and inspiring industry action.

Supporting HP's efforts to become a more circular business, we carried out our second performance assessment using the Ellen MacArthur Foundation (EMF) Circulytics tool in early 2022. Developed by the EMF to accelerate the transition to the circular economy, it is a comprehensive circularity measurement system for companies.

The assessment includes data across dozens of metrics, including a company's products, material flows, energy, water, infrastructure, and leadership. During the assessment, we documented incremental improvements to HP's scores for both Enablers (which support future progress) and Outcomes (which relate to current performance).

We also participated in panel discussions in late 2021 and early 2022 to provide feedback on the tool, suggesting refinements to the process and offering guidance and support to other organizations considering adopting Circulytics.

Among our main design priorities, we work to increase the use of recycled and renewable materials; practice responsible chemistry; enhance product repairability, reusability, longevity, and recyclability; continually improve product energy efficiency; and build in accessibility features. Our program has continually evolved in response to technological and scientific developments, changes to our supply chain, and customer demand.

Product design and development operations for our personal computing products, LaserJet Enterprise Solutions, and InkJet Printing Solutions are International Organization for Standardization (ISO) 14001 certified. We conduct internal compliance audits and benchmark against industry best practices on an ongoing basis.

Relevant products obtain a range of external certifications (see Product certifications and other information).

The analog-to-digital shift

HP industrial graphics and 3D printing technologies are driving an analog-to-digital shift by enabling cost-efficient short runs that reduce inventory and waste and enable companies to engage with customers in new and exciting ways, including through customized and quicker-to-market products. See HP's Digital Manufacturing Trends Report.

Across our portfolio, we offer solutions that apply digital technology to improve traditionally analog processes. For example, in the podiatry industry, clinics are able to replace highly variable, manual processes to create custom orthoses with accurate, repeatable, and consistent digital workflows and 3D printing. See Healthcare. HP also works closely with customers across product design, architecture, engineering, training, healthcare, and location-based entertainment to apply virtual reality (VR) technology to activities such as product development, employee

training, walk-through simulation, and immersive experiences. Augmented reality and VR in employee training can replace classroom-style learning or be used to train for specific manual tasks, and is a focus area for HP's Innovation Garage and Campus of the Future initiatives. See Education.

In 2021, HP joined the International Green Book Supply Chain Alliance to support more sustainable practices within the publishing industry, particularly efforts to eliminate waste and reduce environmental impact.

HP won seven Green Good Design Awards for personal systems products in 2021. Our winning products included:

- HP Elite Folio
- HP Spectre x360 14
- HP ProBook 635 Aero G7
- HP Renew Sleeve
- HP U27 4K Wireless Monitor
- HP EliteOne 800 G6 All-in-One
- HP Elite c1030 Chromebook

Life cycle assessment

HP uses LCAs and product carbon footprinting (PCF)[4] to quantify the environmental impacts of our products, analyze possible alternatives, and target product performance improvements that deliver value to our customers and our business. We have conducted LCAs and PCFs of hundreds of products over the last several years, spanning our product portfolio. As we develop and expand our service-based models (which we refer to as circular business solutions), we will continue to study and quantify the potential they have to reduce environmental impacts and drive progress toward a more circular and net zero carbon economy. In 2021, we:

- Conducted or updated 15 LCAs of HP desktop, DesignJet, scanners, and enterprise printers.

- Completed 373 PCFs of new business HP desktops, notebooks, tablets, workstations, thin clients, All-in-One computers, and displays to better understand performance and inform ongoing design improvements.

- Completed an ISO-compliant, peer-reviewed LCA of the HP Z4 G4 Workstation, which found its most significant environmental impacts occurred during use. The circuit board and storage components were the most significant impact drivers during production, followed by mechanical components and the power supply.

- Evaluated the potential to decrease GHG emissions associated with molded fiber packaging tooling, by switching from metal

parts produced using milled aluminum to lighter parts produced with HP 3D printing, using castor oil-based PA11. The ISO 14067-compliant assessment demonstrated a possible reduction in carbon footprint of 60–78%.

- Completed three ISO-compliant, peer-reviewed LCA studies quantifying the environmental benefits of EvoCycle cartridges—a hybrid of reused, recycled, and original HP parts—compared with standard Original HP Toner Cartridges, remanufactured cartridges, and new build alternatives sold in France.

- Completed a cradle-to-grave comparative LCA of flexible packaging production using HP Indigo digital pouch factory and analog technologies. The LCA model was reviewed by a third party and then developed into an online LCA calculation tool for HP Indigo's 25,000 customers in the flexible packaging market.

HP's environmental impact calculations are done in accordance with ISO 14040 and ISO 14044. All impact estimates involve some level of reasonable assumptions and uncertainty, resulting largely from industry-wide data limitations and data quality. To mitigate this uncertainty, we have developed HP-specific tools that use a combination of HP process and product data, as well as high-quality LCA data. We strive to provide the most accurate environmental impact data, but some level of uncertainty will remain, and results should be considered accordingly.

Product certifications and other information

Product certifications help drive performance across the industry by providing comprehensive information that enables customers to make more sustainable product choices. In 2021, HP tracked over US$7 billion in new sales in which it met customer requirements for registered product eco labels.[5]

We share extensive product safety and environmental information online and contribute to the development of new standards.

Twenty-seven HP displays were recognized as Most Efficient by ENERGY STAR® in 2021.[6] In all, HP has 658 ENERGY STAR qualified personal systems and printing products—more than any other manufacturer.[7]

Large format printing

The newest water-based HP Latex Ink qualifies for a range of certifications for health and environmental performance. For example, this HP Latex Ink is certified to UL ECOLOGO®, and HP was the first printing manufacturer with UL ECOLOGO-certified ink. HP Latex Ink has also achieved GREENGUARD Gold certification for meeting some of the world's most rigorous

standards for low chemical emissions in indoor air for the finished print. In addition, our water-based HP PageWide pigmented inks have attained UL ECOLOGO certification and the Nordic Swan Ecolabel.

See also:

- Eco labels

INVESTING IN R&D

HP focuses on creating transformative technologies that will disrupt industries and economies around the world. In 2021, HP spent over US$1.9 billion on ongoing product development and creating the transformative and disruptive technologies of the future. We invest in areas where we can make the greatest impact, and sustainability is integrated into our overall research agenda.

The majority of our R&D spending is focused on inventions and development for products that will be released in the next one to two years. The rest is dedicated to HP Labs and the business units for new business creation (including 3D Printing and Microfluidics) and for developing technologies that will mature over the following three to seven years.

Our research is yielding promising applications for more sustainable outcomes in industry, healthcare, education, and other fields. For example, we are developing 100% recyclable and biodegradable molded-fiber packaging solutions with our 3D printing technology: HP's Molded Fiber Advanced Tooling Solution enables the digital manufacture of light, durable tools that are quicker to produce, less labor-intensive to install, and more customizable than any comparable tool on the market.

As of October 31, 2021, HP's worldwide patent portfolio included over 28,000 patents.

- Eco Declarations: In 2021, HP provided Eco Declarations for product groups representing 93% of revenue

- HP Carbon Footprint Calculators

- HP product carbon footprint reports

- Product compliance declarations and certifications

- Safety data sheets

Eco labels across our personal systems and printers portfolio

% models, for products shipped in 2021*

Products	EPEAT identifies high-performance, environmentally preferable products				ENERGY STAR® recognizes products with superior energy efficiency	TCO recognizes various ergonomic and environmental features related to personal systems	Blue Angel recognizes criteria in product design, energy consumption, chemical emissions, noise, recyclable design, and take-back programs
	EPEAT (all)	EPEAT Gold registered	EPEAT Silver registered	EPEAT Bronze registered			
Personal systems	77%	29%	48%	0%	85%	40%	N/A
Printers	88%	14%	81%	6%	94%	N/A	67%

* EPEAT data for personal systems is for models registered worldwide, and for printers is for models registered in the United States. ENERGY STAR data for personal systems (version 8.0) is worldwide, and for printers (version 3.0) is for products sold in the United States. TCO data is for commercial desktops, notebooks, All-in-Ones, and displays shipped worldwide. Blue Angel applies only to products registered in Germany. All data is for models shipped any time during 2021.

Product circularity

We design our products to last, and make them easy to repair, so they can stay in use for as long as possible. Innovative service-based solutions, such as HP Device as a Service and HP Managed Print Services, reduce environmental impacts through extended life, device optimization, and easy take-back. When customers return end-of-service products, our repair, reuse, and recycling services help to incorporate products, components, and materials back into the next generation of circular products.

Durability, repairability, and reusability

HP products are often highly rated for durability and repairability. We offer services related to optimization, maintenance, and renewal that extend product life, capture more value from natural resources, and reduce environmental impact.

We provide free service documentation for most products, supplemented with service options and warranties, including through HP Care Pack Central. The HP Customer Self Repair web page provides information and the HP Parts Store sells PC and printer parts. HP Renew Services helps customers securely recover and repurpose or recycle end-of-use devices.

Personal systems

We test the quality and durability of our Pro and Elite notebooks, Pro and Elite desktops and All-in-Ones, and select workstations and mobile thin clients using the rigorous military MIL-STD-810G standard. See our technical white paper about testing the business ruggedness and reliability of HP Business PCs.

During 2021, the iFixit product repair site rated the HP EliteBook 840 Aero G8 9 out of 10.

Home and office printing solutions

Many of HP's home and office printers adhere to relevant eco label standards for extending product life and conserving materials, including EPEAT® specifications based on IEEE standard 1680.2, as well as Blue Angel environmental criteria. Through modular design, we increase upgradeability and enable many of our printers to be easily disassembled for repair or recycling. Spare parts are available until at least three years after a printer has ceased production.[8]

HP EVOCYCLE TONER CARTRIDGE

In December 2021, HP introduced in France[9] the HP EvoCycle Toner Cartridge, designed to help public sector and enterprise customers meet their sustainability requirements.[10] Incorporating reused and recycled components from Original HP Toner Cartridges returned within the region through HP Planet Partners, EvoCycle cartridges include 76% reused and recycled components (excluding toner and parts that directly impact print quality), or 45% by absolute weight.[11] This innovative process enables EvoCycle cartridges to have a lower production-phase carbon footprint than standard Original HP Toner Cartridges,[12] while supporting the circular economy by using less virgin plastic. Since cartridges are manufactured and supplied within France, the program also reduces the carbon footprint associated with product distribution and helps sustain local jobs.

Large format printing

HP's Splash-resistant Bond Paper offers customers improved splash resistance[13] on an economical paper with HP Bright Office Inks on HP DesignJet T-series printers. Our new Z-series Pro printers are all EPEAT® registered and ENERGY STAR® qualified, and are made of 20–30% recycled content plastic.

HP Latex Inks are designed to provide indoor and outdoor durability and versatility across common media types used in sign and display applications. Learn more.

Industrial graphics

HP digital presses are major capital investments for our customers, and are designed for upgradeability, repair, and refurbishment. Through firmware updates and component upgrades, HP Indigo presses used by customers are kept up to date. The HP Indigo Certified Pre-Owned program enables us to keep products in use for longer, reducing waste while allowing customers to access HP Indigo products at a lower price point. In 2021, we provided 100 pre-owned presses to customers through the program.

Due to continual upgrades of components and technologies such as printheads, electronics, software, and inks, customers who invested in a PageWide T200 press in 2010 can now experience more than twice the speed, with even greater print quality, color vision, media versatility, and HP Brilliant Ink. See our 2020 HP Sustainable Impact Report for more details about how we protect industrial graphics investments.

Print and compute as a service

HP's service-based solutions are designed to deliver increased value through reduced environmental impact and capital costs. Customers can access the latest technology while HP manages the fleet, and an ongoing relationship provides valuable insights on end user behavior and needs. Our service offerings include regular maintenance, which has the potential to keep hardware in use for longer and reduce waste. Decreasing individual product shipments and customer store visits also reduces the associated GHG emissions. At end of service, we recapture value from materials through a range of product repair, reuse, and recycling options.

Personal systems

Our expanding Device as a Service (DaaS) offering provides customers the latest HP technology while improving cost predictability and enabling a better employee experience. Business customers can upgrade their products to the most current and efficient models, with the purchasing and consumption model that works best for them.

HP Renew Services helps phase out end-of-use devices[14] securely and responsibly:

- **HP Device Recovery Service** buys used devices securely to give them new purpose, extend their lifespans, and reduce negative environmental impact. Watch our video for more details.

- **HP Sanitization Service:** Confidential data is securely erased according to the NIST 800-88 standard, or the storage media is destroyed, before removing or recycling customers' old devices. Customers receive a certificate of data sanitization if they purchase this service.

- **HP Recycling Service:** Devices are recycled securely. Customers receive a certificate of destruction if they use this service.

Home and office printing solutions

HP Managed Print Services (MPS) helps clients manage and optimize their printer fleets, digital workflows, and paper consumption by combining hardware, supplies, software, and consulting and management services. In late 2020, HP MPS was certified CarbonNeutral® in accordance with the CarbonNeutral Protocol,[15] and was the world's most comprehensive carbon neutral Managed Print Service offering.[16] In 2021, we extended CarbonNeutral product certification to HP Component MPS, which provides partners a mechanism to make their contractual obligations carbon neutral using the same stringent requirements and standards as HP MPS.

We work to reduce GHG emissions across the life cycle of our products, including by improving resource efficiency, promoting settings and user behaviors to reduce energy consumption and paper use, and driving responsible end-of-life activities. For any remaining GHG emissions, we finance high-quality carbon offset projects.[17] Learn more.

HP MPS end-to-end solutions for HP branded devices can help businesses reduce and offset the carbon impact of printing by estimating the total carbon emissions from HP branded printing solutions using HP's proprietary Sustainable

Impact Reporting and Analytics (SIRA) tool.[18] The tracking and metrics used to ensure that offsets are carried out effectively are managed by SIRA.

HP Instant Ink helps home users and microbusinesses remain productive by ensuring they never run out of ink or toner.[19] The service anticipates when the cartridge is running low and sends replenishments as well as new recycling envelopes (for ink cartridges) or recycling labels/information (for toner cartridges) automatically.[20] Customers using this service save up to 50% on the cost of ink[21] or toner.[22] We expanded this service from 18 to 37 countries in 2021, including introducing or expanding access to cartridge recycling in some of those locations.[23]

In 2021, we launched the pilot phase of our HP Instant Ink with Planet Partners project in Germany. Introduced to several hundred Instant Ink subscribers, the initiative allows customers to choose renewed ink cartridges instead of new ones. Renewal reduces the use of materials such as virgin plastics and microchips. The pilot increases the total number of times a cartridge is used to two (including one reuse) and we are working to further increase the total number

of uses to four. Each four-piece set of HP 953 cartridges saves the equivalent of more than eight 0.5 liter (16.9 ounce) bottles' worth of plastic. Once cartridges can no longer be renewed, they are responsibly recycled by HP Planet Partners.

Industrial graphics

HP offers Print as a Service in our industrial graphics portfolio with the Indigo click-charge per-print and monthly service business models, which include supplies and spare parts. We continually invest in innovations to extend the lifespan of supplies and spare parts.

HP PrintOS is a cloud-based print production operating system that makes it easy to manage any number of print jobs, increasing press utilization, automating production, and delivering accurate color consistently between runs, across presses, and across sites. HP also provides services to repair, renew, and upgrade our industrial graphics presses, as well as consumables recycling and end-of service solutions.

Product repair, reuse, and recycling

We design HP products to use resources efficiently and to last a long time. When they reach the end of their service, our robust repair, reuse, and recycling programs help ensure that products and materials are repurposed, keeping them at their highest-value state for as long as possible. These programs reduce waste, can give materials and products renewed life, and support our drive toward a more materials-efficient circular model.

See HP's Statement on E-Waste and Used Electronic Equipment.

Customer take-back programs

HP provides take-back programs (see next page) in 77 countries and territories worldwide[24] through a global network of reuse and recycling vendors.

2025 GOAL

Recycle 1.2 million tonnes of hardware and supplies by 2025, since the beginning of 2016

PROGRESS THROUGH 2021

Recycled

764,800

TONNES

HP global take-back programs for customers*

Program	Description		Progress in 2021
Repair and reuse			
Hardware	Our remanufacturing programs help to extend hardware lifespan, with the aim of reducing environmental impacts from replacing products that still have useful life.	Our Hardware Reuse Standard outlines our requirements for vendors and subvendors who provide reuse, remanufacturing, or remarketing services for HP.	6.29 million units of hardware repaired (35,300 tonnes)
	We provide customers with guidance about how to repair their own HP products. See Durability, repairability, and reusability.	Reuse vendors must comply with the Media Handling Standard for information security (included in the Hardware Reuse Standard), which requires the full and documented erasure or destruction of all data-containing devices.	2.15 million units of hardware reused (7,200 tonnes)**
	HP Device Recovery Service provides commercial customers reverse logistics, data sanitization with a certificate, a sustainability benefit report, and the fair market value of the device. Watch our video.		6.8% overall repair and reuse rate of relevant HP hardware sales worldwide***
Recycling**			
Hardware Available in 67 countries and territories	HP recycles hardware (both HP and non-HP) that cannot be economically repaired or reused.	HP Recycling Services offers custom recycling programs for commercial and enterprise customers, which include reverse logistics and data sanitization with a certificate if they purchase that service.	108,800 tonnes of hardware recycled
	Consumers, home office, and commercial users have various free recycling options for used equipment, including HP recycling vendors that provide take-back and recycling services or free drop-off for our products in many countries.	Watch our video showing the recycling process.	15.6% overall recycling rate of relevant HP hardware sales worldwide******
	We belong to compliance systems to comply with producer responsibility requirements of the European Union Waste from Electrical and Electronic Equipment (WEEE) Directive***** and end-of-life legal obligations in countries across our Americas, Asia Pacific and Japan, and Europe, Middle East, and Africa regions.	Recycling vendors must comply with the Hardware Recycling Standard. Recycling vendors must comply with the Media Handling Standard for information security (included in the Hardware Recycling Standard), which requires the full and documented erasure or destruction of all data-containing devices.	92% of total volume of products and materials taken back in 2021 was reused or recycled by HP or by a third party
	In the United States, customers can drop off hardware at Best Buy stores through our closed-loop recycling program.	We publish disassembly instructions for use by end-of-life recyclers or treatment facilities.	
Ink and toner cartridges Available in 68 countries and territories	HP provides free and convenient ways to recycle used Original HP Ink and Toner Cartridges and Samsung toner cartridges.	See how we recycle ink cartridges and toner cartridges. Recycling vendors must comply with the HP Supplies Recycling Standard.	10,300 tonnes of Original HP and Samsung toner cartridges recycled
	Home and commercial customers can return Original HP Ink and Toner Cartridges for free to more than 18,500 authorized sites worldwide. Free pickup and mail-back options are available in most countries.		84% of materials recovered used in other products, and 0% went to landfill
			1,500 tonnes of Original HP Ink Cartridges recycled
			67% of materials recovered used in other products, and 0% went to landfill

We also offer responsible processing for batteries and recycling for large format media/supplies, 3D consumables, and packaging. These offerings vary by location.

* Descriptions of offerings in this table are as of report publication. Performance data is as of October 31, 2021. Availability of offerings varies by location. View full list of reuse and recycling programs by country.

** Reused material is defined as recovered products or components of products that are used for the same purpose for which they were conceived. A reused product/part should replace a new product/part shipment, and the product/part needs to have been used by a user and refurbished before being sent to a different user. Prior to 2021, this data also included some units remarketed to customers that had not been previously used and refurbished. Beginning in 2021, most repair and reuse data is based on the actual weight for every product, adjusted for estimated amounts that were recycled or for which no issues requiring repair were found. Prior to 2021, data was estimated based on the average weight of each product category.

*** The repair and reuse rate is based on the weight of hardware products returned for repair and reuse compared to the weight of our product sales during the year.

**** Recycling volumes in 2021 were adversely impacted in some locations by lockdowns and customer behavior impacted by the COVID-19 pandemic.

***** During 2021, 41,600 tonnes of waste electronic equipment was collected on HP's behalf to comply with producer responsibility requirements of the EU WEEE Directive, compared to 92,600 tonnes of HP electronic equipment placed on the relevant markets during the year. Data includes EU countries in which the authorities or the legislative system provide visibility of the recycling volume allocated to HP. Take-back volumes related to non-EU legislation are excluded.

****** The recycling rate is based on the weight of hardware products returned for recycling compared to the weight of our product sales from seven years ago (the estimated average lifespan of our products). It is impractical for HP to report the recycling rate by product category, as materials are not typically sorted at collection points. This rate also does not include packaging recycling, due to limited data available from recyclers.

Product reuse and recycling vendors

We work with a global network of vendors to provide product reuse and recycling services to customers around the world. To promote transparency and drive social and environmental standards in the electronics industry supply chain, we publish a detailed list of our reuse and recycling vendor sites, updated annually.

Vendor audits

Our specialized reuse and recycling vendors are required to follow environmentally responsible processing techniques and comply fully with relevant regulations. HP prefers our vendors to attain third-party certification (R2, e-Stewards, or WEEELABEX), in line with EPEAT® and HP Recycling Standards. In addition, we commission third-party audits to monitor vendor conformance with our high standards and ensure that returned items are processed appropriately. We contract with Environmental Resources Management (ERM) to audit vendors for conformance with the following policies and vendor standards:

- Export of Electronic Waste to Developing Countries Policy
- HP Supplier Code of Conduct
- Reuse and Recycling Standards

HP uses a risk-based approach to prioritizing reuse and recycling vendor audits, and all vendors must undergo an audit at least every three years. Vendors are assessed on environmental, health, and safety practices and performance, and audits ensure there is no "leakage" of materials to facilities outside our approved vendor network.

Vendors with identified nonconformances must submit corrective action plans within 30 days and address those items within 90 days. In extreme cases, we will cease business with vendors that lack sufficient transparency or are unwilling to make the changes we require.

Through ERM, HP audited 25 vendor facilities in 14 countries during 2021. This represented 23% of reuse vendor facilities and 32% of recycling vendor facilities. This included repeat audits of 15 vendor facilities to evaluate their efforts to improve performance. Because 28% of major nonconformances occurred at sites audited for the first time, HP's engagement brought best practices, enabling immediate performance improvements. HP has closed investigations of 100% of the major nonconformances identified in 2021. All sites with major nonconformances will be re-audited the following year to determine whether improvements are sustained.

Immediate priority findings[25] are the most serious type of vendor nonconformance, and require immediate action. During site audits in 2021, three immediate priority findings were identified at two recycling vendor sites upon re-audits. In all cases, we worked closely with the vendor to resolve and close the findings. This underlines the importance of revisiting these vendor locations in the following year to confirm closure is sustained.

Read a statement from ERM.

Reuse and recycling vendor audits

	2019	2020*	2021
Initial audits	4	10	10
Repeat audits	30	21	15
Countries	24	22	14
Major nonconformances identified	59	82	50
Major nonconformances resolved**	100%	100%	100%*
Immediate priority findings	1	4	3

* 2020 data is revised due to calculation errors in the methodology from the previous year.
** As of May 2022.

Categories of major nonconformance

percentage of total

	2019	2020*	2021
Health and safety	34%	43%	29%
Environment	14%	16%	13%
Hazardous substance/ emergency response	10%	5%	12%
Insurance	5%	4%	4%
Subvendor use and audits	3%	7%	13%
Other**	34%	25%	29%

* 2020 data is revised due to calculation errors in the methodology from the previous year.
** Includes site security and controls, management systems, labor, data destruction, transboundary shipments, and approved dispositions of processed materials. Findings related to data destruction were limited gaps in processes, not breaches of data security.

Energy efficiency

Energy consumed by our products during use is among the largest contributors to our carbon and water footprints. To help our customers decrease energy consumption and GHG emissions, we design for energy efficiency and offer convenient service-based solutions that are designed to deliver increased value to customers through reduced environmental impact and capital costs. We use multiple metrics to assess progress and drive improvement.

2025 GOAL

Reduce HP product-use GHG emissions intensity by 30% by 2025, compared to 2015[26]

PROGRESS THROUGH 2021

HP has achieved this goal for the second year in a row, with a

39%

decrease through 2021, compared to 2015 (therefore, we will not report on this goal moving forward)

Personal systems

Since 2019, the energy consumption of our personal systems products has dropped by 18%, on average. This included average estimated reductions in energy consumption of 27% in notebooks, 40% in workstations, and 18% in displays. Ongoing design improvements in 2021, including more efficient CPUs and power supplies, contributed to continued reductions in the typical energy consumption of our notebooks and workstations. Increased sales of Chromebooks and other notebooks, which tend to use less energy than desktop PCs, were also a factor.

Reduction in energy consumption of HP personal systems products*

% decrease since 2019

	2019	2020	2021
Desktops	0%	-17%	-22%
Notebooks	0%	24%	27%
Workstations	0%	15%	40%
Displays	0%	6%	18%
Overall	0%	14%	18%

* The average energy consumption of HP products was estimated annually between 2019 and 2021 using high-volume products for all product lines including notebook, desktop, All-in-One, workstation, and thin client computers, as well as displays. Averages are calculated using the most heavily loaded ENERGY STAR configuration as a representative for individual platforms, weighted by products sold. Desktops, Notebooks, Workstations, and Displays data is averaged performance data for multiple product lines weighted by units sold. Data in the "Overall" row for all years stated is weighted by units sold.

These improvements more than offset a 22% average estimated increase in energy consumption of desktops between 2019 and 2021, due largely to increased memory (primarily between 2019 and 2020).[27]

See personal systems eco labels information, including ENERGY STAR®.

Home and office printing

Original HP Toner Cartridges with HP EcoSmart black toner deliver more energy-efficient printing of premium-quality pages.[28] When HP EcoSmart black toner became available in 2019, this new toner formulation contributed to customers using an average of 20% less energy when printing compared to predecessor printing systems not using HP EcoSmart black toner. In 2020, HP transitioned additional HP JetIntelligence platforms to the HP EcoSmart black toner formulation, enabling even more customers to experience the improved energy efficiency of this advancement in low-melt toner technology. Learn more.

The HP Smart Tank 600, 6000, 700, and 7000 printer series have been designed to reduce GHG emissions from the printing experience, with the lowest carbon footprint of any of our home and office printing solutions. They are ENERGY STAR qualified and EPEAT® registered, and include around 25% recycled plastic content, including ocean-bound plastics.

See printer eco label information, including ENERGY STAR.

Product use carbon and water footprints

GHG emissions associated with product energy use equaled 8,700,000 tonnes of CO_2e in 2021, 31% of our overall carbon footprint. This decrease of 11% in absolute emissions compared to 2020 was driven by reductions in product energy use and by the continued impact of COVID-19 on sales of different product lines, particularly a shift toward Chromebooks, other notebooks, and InkJet printers, which tend to be lighter and more energy efficient than desktop PCs and LaserJet printers.

Product energy use represented 54% of our water footprint, due to the water used for cooling during electricity generation. This indirect water consumption related to product use equaled 78,900,000 cubic meters, 19% lower than the prior year, due to the same factors that decreased GHG emissions.

See product use carbon and water footprint data.

Sustainable materials

To create a circular and net zero carbon economy, we must gain the most value possible from the materials we use, and reduce our overall demand. We use increasing amounts of recycled content plastics (including ocean-bound plastics), and recycled content metals in our products, and we focus on packaging innovation to eliminate unnecessary packaging materials and plastic. HP brand paper and paper-based packaging use recycled or renewable[29] materials, and we are exploring renewable materials use in our hardware products as well.

HP proactively identifies and evaluates materials used in our products and throughout our supply chain. We prioritize materials for replacement, or for transition to a recycled or renewable alternative, based on environmental, social, and supply impacts.

We publish information on the material content of typical HP personal systems and printers, and continue to expand our full materials disclosure program. In 2021, we more than doubled the number of EPEAT-registered HP products and the number of products for which we are collecting a substance inventory. We collected an inventory of more than 90% of the substances by weight used in 79% of HP EPEAT 2021-registered personal systems products.[30]

In 2021, we used 956,400 tonnes[31] of materials in our products and packaging, 2% more than in 2020. This was primarily due to including commercial printers, scanners, ink and toner, and spare parts in the data, which more than offset a shift toward lighter printers better suited to printing at home and reduced paper sales. Of the materials we used in 2021, 39% were circular by weight (reused, recycled, or renewable). See Data for more detail about HP materials use.

Responsible chemistry

We aspire to a world where our products and operations use materials and chemicals that cause no harm. For more than two decades, we have worked to move the electronics industry toward safer alternatives to materials of concern. We assess published lists of substances of concern, customer preferences, new or upcoming legal requirements, and sound scientific analysis that reveals a potential impact on human health or the environment. This approach also improves circularity by increasing the reusability and recyclability of our products. See key milestones in our Green Chemistry Timeline.

The HP Materials and Chemical Management Policy guides how we specify materials and chemicals for use in products, packaging, and manufacturing processes. This policy applies to all HP employees and businesses worldwide and extends to our suppliers.

We developed our General Specification for the Environment (GSE) in 1998. It includes a full list of our material restrictions for products, packaging, and manufacturing process chemicals. The GSE goes beyond worldwide regulatory requirements and is updated annually. HP is committed to compliance with all applicable laws and regulations, including material restriction requirements under restriction of hazardous substances (RoHS) legislation.

When exploring safer alternatives to materials currently in use, we follow a precautionary approach, use the National Academy of Sciences publication *A Framework to Guide Selection of Chemical Alternatives*, and incorporate the GreenScreen® for Safer Chemicals methodology. We screen all ingredients in HP-formulated inks using the GreenScreen methodology, as part of our new product development process.

We also contribute to standards, legislation, and improved approaches to use of materials in the IT sector. In 2021, we became a Founding Signatory of the Toward Zero Exposure program by Green America's Clean Electronics Production Network (CEPN), to protect workers from chemical hazards in the electronics supply chain. Learn more.

We are involved in several initiatives under the Clean Production Action coalition, including the Chemical Footprint Project (CFP), which is part of our work with the Business-NGO Working Group (BizNGO). In the 2020 CFP survey, HP was recognized as a frontrunner, and shared our answers and scores publicly.

We continually innovate to reduce use of materials of concern. Highlights in 2021 included:

- 83% of personal systems product series are low halogen.[32]
- 45% of EPEAT®-registered personal systems products contain GreenScreen Benchmark 2 or 3 plasticizers and flame retardants.[33]
- About 79% of InkJet printers were shipped without USB cords and many of the others were shipped with shorter cords, avoiding approximately 34 million meters of cords.

Increase recycled content

We are both a supplier and a user of recovered materials, incorporating recycled and recyclable content into new HP products. This helps to accelerate global market development for

recovered and recycled materials, to support progress toward a circular economy. 95% of HP PC and home and office print hardware introduced since 2020 contains a minimum of 5 grams of recycled content.[34]

Plastic
Our primary focus is on increasing recycled plastic use, due to issues related to plastic waste and pollution. During 2021, we used a total of 32,000 tonnes of postconsumer recycled content plastic in HP products, equivalent to 13% of overall plastic use. See Data for detail by product group.

HP's strategy to use plastics responsibly is to:

- Reduce plastic use by making our products smaller and removing unneeded plastic from packaging.
- Substitute plastic in packaging where feasible with more sustainable materials such as recycled or certified fiber.

2025 GOAL

Use 30% postconsumer recycled content plastic across HP's personal systems and print product portfolio by 2025[35]

PROGRESS IN 2021

13%

achieved

In 2021, HP collaborated with Ford and Lavergne to reuse spent 3D-printed parts and powder, turning them into injection-molded fuel-line clips used in the Ford Super Duty F-250. As well as closing a waste loop, these injection-molded parts made from recycled HP PA 12 have better chemical and moisture resistance than conventional versions, are 7% lighter, and cost 10% less.

- Replace virgin plastic with recycled plastic wherever possible.
- Source recycled plastic from locations where HP can have positive environmental and social impact, such as ocean-bound plastic.
- Invest in take-back and recycling.

In 2021, HP joined an industry collaboration with Dow Packaging & Specialty Plastics, Reifenhäuser, Cadel Deinking, and Karlville to demonstrate a closed-loop concept for printed pouch packaging. The project showed HP Indigo inks could be removed effectively from the recycled pouches, and new high-quality pouches could be produced using the recovered resin. Learn more.

We use increasing amounts of recycled content across our product portfolio:

- HP's EliteBook 840 G9 is made with at least 50% recycled aluminum in the product enclosure,[36] 5% ocean-bound plastic in its speaker enclosure, 50% postconsumer recycled content

plastic in its keycaps, and 30% postconsumer recycled content plastic in the bezel, and the outer box packaging is 100% sustainably sourced.[37] It is EPEAT® Gold registered, ENERGY STAR® qualified, and TCO certified.

- HP's Dragonfly G3, launched in March 2022, is made from 50% recycled plastic from DVDs, 5% ocean-bound plastic in its speaker enclosure, and 90% recycled magnesium in its product enclosure, while the packaging and fiber cushions are 100% sustainably sourced.[38] It is EPEAT Gold registered, ENERGY STAR qualified, and TCO certified.
- The new HP ENVY Inspire 7955e All-in-One Printer is made using 45% postconsumer recycled content plastic. It is EPEAT Silver registered, recyclable through HP Planet Partners, and supports Forest First printing, where HP protects or restores forests in equal measure to every page printed.[39]

Through 2021, we manufactured over 5.4 billion Original HP and Samsung cartridges using a cumulative 134,000 tonnes of recycled plastic, including from recycled HP Cartridges. This has kept 962 million Original HP Cartridges and an estimated 143 million apparel hangers and 5.5 billion postconsumer plastic bottles out of landfills, instead upcycling these materials for continued use. More than 85% of our Original HP Ink Cartridges contain 4–75% postconsumer recycled content, and 100% of Original HP Toner Cartridges contain 1–75% postconsumer or post-industrial recycled content.[40]

The OMEN by HP 25L Gaming Desktop achieved EPEAT Gold, is ENERGY STAR qualified, and contains 2% postconsumer recycled content plastic.

- HP L700 and L800 Latex printers and the new HP PageWide XL printer are made using 20–30% postconsumer recycled content plastic. Each is also EPEAT registered and ENERGY STAR qualified, and uses ink that is UL ECOLOGO® certified—while the PageWide XL ink also carries the Nordic Swan certification.

Metal

Metal is an increasing focus for HP, particularly as more personal systems products transition away from plastic and we expand our use of recycled metal to more product lines such as some consumer notebooks.

Metals make up a large portion of the materials in personal systems products, so we work with suppliers to source metals with a high proportion of recycled content for some personal systems products (see boxes), including up to 75% recycled

content aluminum and up to 90% recycled content magnesium. These metals are more likely to be recyclable through existing infrastructure than materials such as carbon fiber, and still meet the demanding industrial design requirements of our products. This decreases environmental impacts associated with mining and producing virgin materials, including energy use and associated GHG emissions.

To further improve the impacts of metal, we are also working to increase the use of postconsumer recycled content and introduce the use of recycled steel.

RECYCLED METAL IN PERSONAL SYSTEMS

The HP EliteBook x360 1030 G8 is designed and manufactured with 75% recycled aluminum in its top cover and 90% recycled magnesium in its bottom deck and cover.

HP ECO-CARTON INK CARTRIDGE

As part of our continuing shift from plastic to alternative materials, our new HP Eco-Carton Ink Cartridge for use with HP large format printers, such as the HP Latex 700/800 printer series, contains recycled and certified fiber, as well as 45% postconsumer recycled content plastic from our closed-loop recycling process, beverage bottles, and UL-validated OBP resins. With an additional 500ml carton to complement the existing 1 liter cartridge, use of the Eco-Carton expanded in 2021 to new Latex 700/800 printers, PageWide XL printers, and Z-series Pro printers.

Customers can recycle the outer carton locally and return the inner bag for free via HP Planet Partners, where available for these products, which will avoid any materials going to landfill.[41] The HP Eco-Carton Ink Cartridge reduces plastic use per liter of ink by 80% and decreases life cycle GHG emissions by 66% compared to a plastic ink cartridge, due to savings associated with manufacturing and transport.[42]

Tackling ocean plastics

Since 2016, our ambitious program in Haiti has helped to tackle the growing challenge of ocean-bound plastics (OBP). In partnership with the First Mile Coalition and our supplier partners, we have built a self-reliant OBP supply chain that contributes to the circular economy and provides income and education opportunities locally.

Our plastic washing line produces clean, high-quality recycled plastic for use in HP products, and has simplified our OBP supply chain in Haiti by eliminating a washing step off the island. This has increased the value of plastic collected and the prices that collectors receive. In 2021, in collaboration with Lavergne Haiti, we committed additional funding to support a productivity pilot designed to improve efficiency in collection, logistics, and processing while increasing material quality and average collector income.

During the year, we supported collectors through the political unrest caused by the assassination of Haiti's president in July and the devastating impact of the earthquake in August, and the HP Foundation donated over US$300,000 to WORK, UNICEF, and Direct Relief.

By using OBP in our products, we create consistent demand for plastic collectors. Since 2016, we have used 1,298 tonnes of OBP in our products—equivalent to more than 102 million 16.9 ounce (500ml) bottles—preventing this material from reaching waterways and oceans.

To drive change across and beyond our industry, we collaborate with a range of initiatives and organizations:

- NextWave Plastics convenes leading technology and consumer-focused companies to develop the first global network of OBP supply chains. In 2021, we collaborated on development of the Plastics Framework for Socially Responsible Ocean-Bound Plastic Supply Chains. This reflects our commitment to collector-centered OBP initiatives, codified in our UL OBP certification, which requires us to document and describe how we work to mitigate risks present in informal OBP collection infrastructure.

- Ocean Heroes Network, co-founded by Captain Planet Foundation and Lonely Whale, with support from HP, produces OH-WAKE, a new quarterly online magazine with information to help readers build community, become inspired, and learn how to apply their skills to a future with clean seas.

- The NGO WORK in Haiti provides on-site learning centers for the children of parents who work on recycling efforts. These centers are equipped with the latest technology, including HP laptops and printers using cartridges that include some content from waste plastic collected locally.

- Ocean Plastics Leadership Network is a membership community dedicated to addressing ocean plastic pollution. We joined as founding members in 2020.

We use OBP in an increasing number of HP products across our portfolio, and have launched more than 300 new products around the world that contain small quantities of OBP since 2017.[43] Examples include:

- Personal systems products such as the HP Pavilion x360 15 Convertible PC (5% OBP in the speaker enclosure) and the HP Z1 Entry Tower G8 (5% OBP in the speaker enclosure and bezel).

- The new Z series, launched in 2021, is the first full series of HP displays to contain OBP, including in large parts such as the stand (5%) and rear cover (5%).

- HP Presence is the world's first conferencing solution made with OBP. HP Presence meeting room solutions contain 5% OBP in the speaker enclosure.

- Exclusively from HP, many Original HP integrated printhead ink cartridges contain OBP (minimum of 5%), validated by UL.[44]

- Project STOP collaborates with governments and communities in Southeast Asia to create effective waste management systems that eliminate plastics leakage into the ocean, and provides replicable solutions. As a technical partner, we support the organization's work to create a circular waste management system in East Java, Indonesia.

- HP joined the Trash Free Seas Alliance®, launched in 2012 by Ocean Conservancy, which develops innovative and pragmatic solutions to remove marine debris and plastics from oceans.

Renewable materials

HP focuses on sourcing renewable[45] materials that are responsibly managed in order to protect ecosystems and resources for future generations. We strive to ensure that our paper and fiber-based packaging are derived from recycled or certified content, and we are working to eliminate the use of single-use plastic packaging by shifting to fiber-based packaging. To continue expanding our use of renewable materials we are exploring the feasibility of using more biobased plastics in our hardware products.

Paper and forestry products

Paper is integral to the printing process, so healthy, resilient forests are essential to the future of HP's business. Our forest-positive vision for printing focuses on creating enduring positive change for forest environments.

Through the design of our printers and software—including defaulting many print fleets to double-sided printing and reducing paper waste through HP Managed Print Services—we help customers print more responsibly.

HP's Sustainable Paper and Wood Policy was the first forestry policy published by an IT company. We require our suppliers and licensees to follow

this policy for the paper, packaging, and wood incorporated into HP products that they provide.

We require that all HP brand paper, paper-based packaging, and wood in products is derived from recycled or certified sources. We continue to give preference to Forest Stewardship Council® (FSC)-certified fiber where available. Programme for the Endorsement of Forest Certification (PEFC™) certification or relevant national certification schemes can also be used if they comply with our Sustainable Paper and Wood Policy.

We work with World Wildlife Fund's (WWF) Forests Forward program, FSC, and our suppliers to continually improve our programs related to the sourcing of virgin fiber and to increase the amount of certified fiber in our products and

> HP Indigo and HP PageWide Press printers are complemented by recently updated media locators for customers that provide lists of media confirmed to be compatible with these products. These lists include designations for media that have FSC certification and other environmentally preferable attributes.

> HP ColorPRO and ColorLok® technologies help us raise standards across the paper industry, by requiring stringent sustainability standards from paper producers who license these technologies from us. Learn more.

packaging. We analyze our supply chain to understand areas of specific risk (due to weak regulation or ecosystem vulnerability) and create tailored strategies as needed. HP reports progress annually to WWF's Forests Forward and CDP's forests program.

HP brand paper sold during 2021 represented 0.5% of our carbon footprint. HP is taking steps to make paper use in printing more efficient, through product design features such as pull printing and automatic two-sided printing. In addition, our HP+, carbon neutral HP Managed Print Services, and sustainable forestry initiatives help to reduce and offset emissions associated with printers, Original HP supplies, and paper due to raw material extraction (including forest impact), manufacturing, transportation, and use.

Since 2016, HP brand paper has been derived from recycled or certified sources, and since 2020 this has also been the case for paper-based packaging for home and office printers and supplies, PCs, and displays.[46] By sourcing recycled or certified fiber, HP has established processes to guard against potential deforestation in our supply chain. In 2021, the amount of FSC-certified fiber in HP brand paper continued to exceed 55% by weight. For packaging, we have implemented a conformance assurance program for our suppliers to maintain this accomplishment in the future.

In 2021, we also announced a goal to counteract deforestation for non-HP paper used in HP products and print services by 2030.[47] This is part of our plan to scale up investment in forest restoration, protection, and other initiatives

HP paper impacts, 2021
tonnes

HP printer and copier paper sold	193,900
Paper-based packaging for home and office printers and supplies, PCs, and displays*	139,900

* Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

HP brand paper and packaging fiber sourcing, 2021*
tonnes

Certified fiber	227,800
Recycled fiber	105,700

* All HP brand paper is derived from certified sources; paper-based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

under the HP Sustainable Forests Collaborative. HP's aggressive goals not only focus on HP brand paper and packaging, but also address deforestation that goes beyond its own fiber sourcing to include the paper used in its printing products and services.

Other materials

We continue to explore the use of other renewable materials. For example, we are evaluating the sustainability attributes of plastics made from biobased feedstocks rather than fossil fuels and have created criteria to guide the product development teams as they choose materials for new products. Every bioplastic feedstock must be individually evaluated using LCAs to fully understand its environmental and social impacts and confirm that it is less impactful than the material it would replace. Bioplastic feedstocks considered for use in products must be legal, renewable, and sustainably grown without impacting regional food security, land use practices, or critical ecosystems—as verified through a credible crop management certification standard. Also, the use of bioplastic feedstocks must not impact the recyclability of the plastic resins, so they can continue to cycle through the economy.

> The HP Spectre x360 14 has the world's first keyboard mechanism incorporating agricultural waste feedstock.[48] During 2021, we launched the Spectre x360 16, which also has a keyboard mechanism incorporating agricultural waste feedstock.[49]

Packaging innovation

Our sustainable packaging strategy has three focus areas, aiming to enhance customer experience while driving progress toward a circular and net zero carbon economy:

- **Eliminate** unnecessary packaging material, space, and hard-to-recycle materials such as plastic foam.
- **Innovate** packaging designs to use materials with lower environmental impact, such as sustainable fiber and recycled plastics.
- Prioritize high recycled content and easily recyclable materials that can readily **circulate** through the economy.

Watch a video to learn how HP is tackling the plastic packaging challenge, and learn about our work to sustainably source renewable materials and counteract deforestation.

To address packaging at end-of-life, we offer take-back services and regularly update the Recycle your HP packaging guide to help consumers avoid sending packaging materials to landfill.

> **2025 GOAL**
>
> Eliminate 75% of single-use plastic packaging by 2025, compared to 2018[50]
>
> **PROGRESS IN 2021**
>
> # 44%
>
> reduction, from an average of 221 grams/unit in 2018 to 124 grams/unit in 2021

Key initiatives in 2021

The following is a selection of the many packaging innovation projects at HP designed to advance the circular economy. In 2021, we completed more than 30 new packaging innovation projects that reduced our environmental impact.

Eliminate

HP is shifting away from plastic, foam, and other hard-to-recycle materials, which have been traditionally used in packaging for most personal systems and printing products. For example:

- **Personal systems:** In 2021, we shipped almost 65 million units of personal systems products in molded fiber or hybrid foam/fiber packaging, representing about 74% of units shipped during the year and more than double the number shipped in fiber packaging in 2020. This included 1.8 million units transitioned from foam packaging during the year, eliminating 407 tonnes of hard-to-recycle expanded plastic foam.
- **Printing:** In 2021, we eliminated over 300 tonnes of hard-to-recycle expanded plastic foam from the packaging of more than 5 million printer units (see Circulate for more detail).

Innovate

We continue to improve the tooling design and fabrication process in the molded fiber industry with our 3D printing technology, and in 2021, we shipped more than 150,000 HP product units with cushions made using this proprietary technology. See a video about the HP Molded Fiber Advanced Tooling Solution.

- **Packaging:** We developed a paper wrap for notebooks that protects the device exterior and replaces the traditional plastic bag. In 2021, we launched one platform with paper wrap packaging, and we plan to launch more in 2022.
- **Warehouse emissions:** At selected HP ink supplies warehouses, we switched from traditional softwood pallets to pallets constructed with laminated veneer lumber, reducing carbon footprint per pallet.
- **Bulk shipping:** By shipping more than 56,000 notebooks, over 184,000 desktop PCs, and about 1,300 workstations in bulk (where several products share one package), HP reduced packaging materials by 815 tonnes in 2021, while also decreasing GHG emissions associated with packaging and transportation.

Circulate

HP's efforts to eliminate single-use plastic packaging help to advance the circular economy. We continue to roll out easily recyclable, fiber-based packaging cushions created from recycled content. In 2021, we used approximately 19,000 tonnes of fiber-based packaging cushions, which

> To enable innovative packaging for others, HP provides compostability certificates for fiber-based packaging printed with HP C500, HP PageWide Press, and HP Indigo industrial graphics printers. These certificates confirm that the ink used by the printers will not compromise customers' ability to compost packaging after use.

typically contain 100% recycled content, to ship HP notebook, desktop, and display units. This included 70 tonnes of fiber-based packaging from new projects launched in 2021.

We shipped 2.7 million A3 toner supplies in fiber-based packaging in 2021. During the year, we also transitioned more than 5 million printers to fiber-based packaging, including the HP DeskJet 1100, 2100, 2200, 2300, and 3700 series printers, using about 1,000 tonnes of recycled content fiber.

We also continued to use recycled material for pallets. In 2021, we used 97,000 pallets made from 50 tonnes of straw from China that might otherwise have been burned as agricultural waste. HP continued its recycled pallet program in North America, using 479,000 recycled pallets during 2021.

Learn how we gain more value from materials through our product repair, reuse, and recycling programs.

Learn about our approach to responsible minerals sourcing, which helps ensure there is no connection between the materials used in HP products and armed violence or human rights abuses.

Forest positive

The HP Sustainable Forests Collaborative, launched in 2019, is driving progress toward our 2030 goal to counteract deforestation for

non-HP paper used in our printing products and print services. This commitment builds upon our ambition for HP Consumer Printing worldwide to be forest positive by 2025.[51] The Collaborative's objectives are to:

- Responsibly source HP branded paper and packaging (see Renewable materials).

- Restore, protect, and responsibly manage forests.

- Develop science-based targets for forests (see callout at right).

- Create print technologies for efficient paper consumption.

- Influence industry partners to inspire forest-positive action.

In October 2021, WWF announced its largest U.S. corporate partnership to date, as HP pledged US$80 million to support WWF to help address the potential impacts on forests from paper used in printing with HP printers. Starting in early 2022, the initiative will focus on approximately 950,000 acres (about 380,000 hectares) of forest landscapes, including working with communities, NGOs, and local academics to help protect, restore, and improve forest management. As part of this collaboration, WWF has joined HP's Sustainable Forests Collaborative in an advisory role.

Over the past two years, with WWF and regional stakeholders, HP helped to develop two pilot projects for science-based targets (SBTs) in Brazil's Atlantic Forest. These pilots supported continued development of the first standardized, place-based methodology for setting relevant targets for forest restoration. The findings highlighted the feasibility and importance of setting these targets within a regionalized context, and with consideration for existing regional and global thresholds. HP is the first company to pilot SBTs for forests using a new WWF methodology to estimate printing's impact on forests. Models developed with HP funding will also help identify regions for forest conservation and more accurately estimate the carbon and nature benefits of forest protection, management, and restoration actions.

2030 GOAL

Counteract deforestation for non-HP paper used in our products and print services by 2030.[52] Continue to source only sustainable fiber for all HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays.[53]

PROGRESS IN 2021

During the year, we addressed 23% of our total fiber footprint for paper used in our products and print services. Our programs counteracted deforestation for non-HP paper representing 19% of this footprint.[54] Since 2020, all HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays have been derived from recycled or certified sources.[55] During 2021, these equaled 4% of this footprint.

HP Forest Positive program

	2021**
Hectares responsibly managed*	14,270
Hectares restored*	150

* See HP Forest positive accounting manual for details about our program, methodology, and definitions.
** This data is based on the period October 1, 2020 – September 30, 2021.

The HP Sustainable Forests Collaborative partners include Domtar, New Leaf Paper, Chenming Paper, Crown Van Gelder, Sylvamo, Mondi, Felix Schoeller, Lenzing Papier, Boise Paper, and Andhra Paper. Environmental NGOs Arbor Day Foundation and WWF play an advisory role.

In 2021, progress included:

- **Brazil (Atlantic Forest):** We funded restoration of 150 hectares of forest in partnership with WWF and in coordination with local NGOs and government institutions (see table on previous page). This effort supports biodiversity corridors and water provision in the Upper Paraná, Serra do Mar, and Mogi Guaçu/ Mantiqueira regions.

- **China:** In 2021, 14,270 hectares of forest were placed under FSC certification (see table on previous page). With HP funding, WWF has begun on-the-ground activities toward restoring 25 hectares of wild elephant habitat in Yunnan. HP funded research to draft the Operational Management Manual for Biodiversity of Planted Forest. The manual will be developed through case studies, field training, and forest pilot planning to address challenges in select forest farms.

- **Arbor Day Foundation and Eden Reforestation Project:** Through these initiatives, we planted nearly 1.1 million trees, contributing to the World Economic Forum's 1t.org initiative—a global movement to conserve, restore, and grow 1 trillion trees by 2030.

- **Conservation International:** We continued to support Conservation International initiatives focused on local farming communities and forest protection. In 2021, the partnership broadened beyond Brazil to include areas in Colombia, Peru, and Ecuador.

HP is the founding sponsor of the FSC One Simple Action digital marketplace, launched in 2021, which helps consumers in North America understand why FSC matters, and find products to buy if they want to be part of the solution for forests. We believe that FSC certification is the most rigorous standard[56] available in the marketplace, designed to ensure that critical forest ecosystems—and the wildlife and workers that depend upon them—are protected.

Designed with sustainability in mind, the HP ENVY Inspire is our newest home printing solution with the HP Forest First[57] feature: for every page printed with HP+, HP protects or restores forests in equal measure.[58] Through this technology we're bringing our customers enhanced printing experiences from home. The ENERGY STAR® qualified 7200e and 7900e series printers have supplies that contain 74% recycled plastic, including ocean-bound plastic content.

Product responsibility

We are committed to the safety, security, and privacy of our customers when they use HP products. The company maintains high standards in these areas and continues to innovate across its portfolio.

Product safety

HP is committed to providing products that are safe for their intended use and that comply with the applicable government regulations of the countries where we market those products. All HP branded electrical products undergo evaluations and testing to ensure that they meet HP safety standards. This is consistent with HP's Safe & Legal Product requirements, which outline relevant internal and international safety standard requirements (e.g., the Safety Standard UL/EN/ IEC 62368-1). We work to identify opportunities for ongoing improvement in this area.

We share extensive product safety information online to support customers' informed purchasing decisions. View Declarations of Conformity for European Union requirements. Contact HP Sustainability and Compliance Center regarding declarations for other countries.

Safety data sheets are available for HP formulated products, including inks, toners, batteries, and 3D printing materials and fusing and detailing agents. The information includes physical, chemical, and toxicological properties, regulatory details, and recommendations for safe handling. Many HP products also qualify for eco labels and other certifications that cover health and safety as well as environmental aspects.
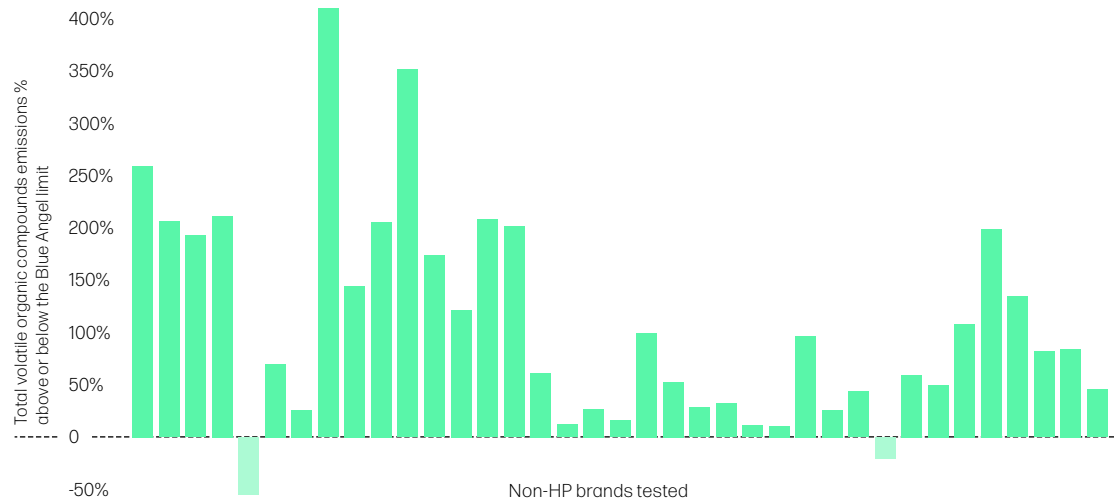
Home and office printing solutions

Indoor air quality

HP voluntarily designs and tests its printing systems[1] to prevent emissions that exceed eco label guidelines and document that its printing systems are compliant with Blue Angel and EPEAT® indoor air quality (IAQ) criteria. Original HP Toner and Ink Cartridges are designed and tested with health in mind.

In 2021 and 2022, HP commissioned Fraunhofer Institute WKI to perform studies that tested the emission rates of volatile organic compounds and ultrafine particles of different toner cartridge brands used in popular HP laser printers. WKI's tests on brands most commonly available in the North America, Latin America, and Europe, Middle East, and Africa regions found that 95% of the non-HP cartridges tested failed to meet Blue Angel emission criteria.[2] WKI's tests on brands most commonly available in Asia Pacific and Japan found that 93% of the non-HP toner cartridges tested exceeded Blue Angel emission limits.[3]

Total volatile organic compounds emissions from non-HP cartridges tested*

Y-axis: Total volatile organic compounds emissions % above or below the Blue Angel limit (400%, 350%, 300%, 250%, 200%, 150%, 100%, 50%, 0, -50%). X-axis: Non-HP brands tested

* Results from two WKI studies: 2022 WKI Emissions Testing study, commissioned by HP, in compliance with Blue Angel protocol DE-UZ 219: 22 non-HP (17 imitation and five remanufactured) toner cartridge brands compatible with HP Color LaserJet Enterprise M553X and HP LaserJet M404dn purchased in the North America, Latin America, and Europe, Middle East, and Africa regions. See HP.com/go/IAQnonhpWKI2022. March 2021 WKI Blue Angel Indoor Air Quality study, commissioned by HP, in compliance with DE-UZ 205: 12 imitation and three remanufactured toner cartridge brands compatible with HP LaserJet Pro M402dne and M403d (26A, 28A) purchased in Australia, China, Korea, Malaysia, Singapore, and Thailand. See HP.com/go/IAQnonhpAPJ2021.

In December 2021, HP won an Outstanding Case Study award from the Sustainable Purchasing Leadership Council for a study that provides information about the importance of considering IAQ in printing-system purchasing decisions.

Large format printing

For our textile printing solutions, which include HP Stitch printers, HP conducts a hazard and regulatory assessment for each substance in the ink formulation to determine its suitability for the application. We also obtain the ECO PASSPORT by OEKO-TEX®, an independent safety certification for chemicals and colorants used in the manufacturing of textiles, which supports customers who wish to obtain the OEKO-TEX STANDARD 100 certification for their textile products.

Some HP inks are assessed to provide information about suitability for printing applications involving toys.[4] Test results for specific HP inks can be made available to customers upon request. For these assessments, we typically consider general chemical regulatory compliance criteria and material-specific requirements for ink formulations, with an emphasis on standards relating to paper and printing on books and puzzles.

See Product certifications and other information.

Industrial graphics

Food contact material compliance
We incorporate relevant food contact material regulations, industry guidance, and brand requirements into our formulation qualification process to support a variety of food packaging printing solutions offered by our Indigo, PageWide Industrial, and Specialty Printing Systems technologies. Whenever possible, HP strives to formulate with chemicals previously evaluated and deemed suitable for use in food packaging printing applications.

3D printing

For our 3D printing solutions, we conduct a hazard and regulatory assessment for each substance in the fusing and detailing agent formulations to determine suitability for applications such as toys, medical devices, and cosmetics packaging. To ensure we meet customers' sustainability requirements, we also review formulations against restricted substances lists as required by individual customers. HP 3D printing materials

HP PA 11, HP PA 12, HP PA 12 GB, HP CB PA 12, HP PP enabled by BASF, and HP TPA enabled by Evonik, as well as the corresponding HP 3D 600/700/710 and HP 3D 710 R Fusing and Detailing Agents, have been tested for problematic heavy metals, phthalates, BPA, and migration of certain components.

Product security and privacy

Cybersecurity is an increasing concern for our customers worldwide. We continually work to enhance HP products, solutions, and services to offer industry-leading security and resiliency capabilities, and seek to address and anticipate an ever-evolving cyber-threat landscape.

HP follows security-by-design and privacy-by-design principles, including Zero Trust principles, in the development of our products, from design through manufacturing, renewal/reuse, and recycling. We build protection, detection, and recovery capabilities into the devices, not just in software, providing customers separate, auditable security mechanisms to help manage and recover from security risks. We design business PCs and printers with future threats in mind, with built-in hardware-enforced security and resiliency capabilities that integrate seamlessly with an organization's broader infrastructure. Aiming to deliver the most secure devices, and the services and solutions to help our customers use endpoint infrastructures safely and confidently, is the foundation of our strategy.

HP's leadership team oversees our portfolio-wide approach to security and provides the resources needed to support HP's continued leadership. Our Security Advisory Board, consisting of several HP leaders as well as external advisors with broad backgrounds in offensive and defensive security, advises us on the ever-changing threat landscape, augmenting our work in HP R&D and HP Labs research activities.

We continually conduct threat analysis on emerging attack vectors, which in turn helps guide product security development efforts. We employ cybersecurity specialists and conduct cybersecurity architecture reviews, penetration testing, code reviews, and automated code scanning using industry-leading tools. When issues arise, we take appropriate actions to remediate reported security vulnerabilities.

In 2018, we adopted the industry best practice Coordinated Vulnerability Disclosure approach, which describes how we work with partners, industry, and the security community to address vulnerabilities. When notified about a suspected vulnerability, we investigate thoroughly and, if confirmed, work with the submitter on remediation and a coordinated public release of information.

The HP supply chain security group works to ensure that our products can resist attacks throughout the supply chain life cycle, from component sourcing and manufacturing to transportation, service, and take-back. Our HP Product Cybersecurity Standard for Suppliers, enforced through periodic audits, contractually holds relevant suppliers to requirements that mitigate the risks of counterfeits, malware, and tampering.

Personal systems

HP produces the world's most secure PCs and workstations.[5] The HP Endpoint Security Controller is our foundation for hardware-based security, and has been certified by a third-party lab. It establishes a hardware root of trust, and is physically isolated from the machine's CPU and operating system, providing resiliency to the PC.

HP Wolf Pro Security helps small to mid-sized businesses with a simple solution that delivers maximum security coverage without increasing IT's workload or disrupting employee productivity.

HP Sure Click Enterprise goes beyond Next-Generation Antivirus and Endpoint Detection and Response with hardware-enforced isolation and containment, and provides detailed, real-time threat intelligence to security teams.

HP's Threat Research experts provide breaking news on malware, including indicators of compromise and suggestions on how to defend against threats.

Learn more about our personal systems security solutions and HP End-of-Use Services, including Device Recovery, Sanitization, and Recycling Services.

Printers

HP offers the world's most secure printers,[6] and our FutureSmart printers meet and exceed the NIST Platform Firmware Resiliency Guidelines. HP FutureSmart printers automatically self-heal and recover from attacks, and provide the following award-winning features:

- HP Sure Start maintains BIOS integrity.
- Whitelisting ensures both HP and HP-approved partner firmware is digitally signed and validated.
- Run-time intrusion detection monitors memory for unusual activity.
- HP Connection Inspector monitors outbound printer network connections.

Through our industry-first printer Bug Bounty program, we offer rewards for highly trained, geographically diverse ethical hackers who expose flaws in our print technology. The program leverages deep, hard-to-find technical skills to find obscure, previously unidentified vulnerabilities in our devices and ink/toner cartridges before they are released to market.

HP Security Manager is the industry's only comprehensive policy-based printer security compliance tool. It is used to assess and remediate configuration settings across HP printer fleets.

HP Print Security Services combines credentialed security experts and trained print specialists to assess customers' unique print environments, address compliance requirements, develop and implement plans, provide ongoing management, and proactively identify gaps in defenses.

Learn more about security solutions.

Social impact

Digital equity is the path for everyone, everywhere to have equal access to education, healthcare, and economic opportunity. HP's commitment to creating positive, lasting change for communities around the world extends to how we design and deploy products, solutions, and services.

HP's portfolio of education products, partnerships, and programs is enabling better learning outcomes and accelerating digital equity[1] for millions of people worldwide, while our strong focus on inclusive design aims to ensure that everyone benefits from our technology. Our healthcare products are designed to streamline patient care, optimize clinical workflows, and deliver customized solutions. Many programs described throughout this report also contribute

2030 GOAL

Accelerate digital equity[2] for 150 million people by 2030 (beginning in 2021)

PROGRESS THROUGH 2021

Accelerated digital equity for

4.3 MILLION

people

to economic opportunity, such as our supplier diversity efforts, HP LIFE, our ocean-bound plastic work in Haiti, and our supply chain capability-building initiatives.

We prioritize initiatives that support those most likely to experience the digital divide: women and girls, people with disabilities, communities of color and marginalized groups, and educators and healthcare practitioners.

Education

Education is a fundamental human right and foundational to sustainable development. Technology can be a great equalizer by bringing quality digital learning to people where they live, which is vital in a rapidly changing world of work that calls for flexibility, intercultural connection, 24/7 collaboration, and lifelong learning. For people everywhere, especially underserved groups, equitable access to opportunity and outcome-based learning experiences are key to building skills for work and participation in society.

Women and girls

More than 130 million girls around the world lack access to education, and women account for two-thirds of the 750 million adults without basic literacy skills. Through our partnership with Girl Rising, from 2019 to 2022 we aim to equip up to 10 million students and teachers in India, Nigeria, and the United States with a new inclusive curriculum and technology solutions. In 2021, we reached nearly 2 million people, including more

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2025 GOAL

Enable better learning outcomes[3] for 100 million people by 2025, since the beginning of 2015

PROGRESS THROUGH 2021

74.3 MILLION

students and adult learners have benefited from HP's education programs and solutions, which advance quality learning and digital literacy and enable better learning outcomes, since the beginning of 2015 (including 24 million in 2021)

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than 1 million through Girl Rising's partnership in India with NGO Slam Out Loud, which uses the arts to build skills such as communication, critical thinking, and empathy in children from disadvantaged communities.

In support of digital equity, we collaborate with MIT Solve, an initiative of the Massachusetts Institute of Technology (MIT) that aims to solve world challenges. In 2021, we launched the "Girls Save the World" prize for the Solv[ED] Youth Innovation Challenge, asking girls aged 13–18 to submit ideas to address local environmental issues, such as water pollution, air quality, and deforestation, offering the chance to win HP technology packages and funding from a US$50,000 prize pool.

HP is also collaborating with UN Women to advance digital education and entrepreneurship for women and girls. In Mexico, we partnered

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with UN Women, the BHP Foundation, and Intel to launch five HP LIFE Centers during 2021 as part of UN Women's Second Chance Education and Vocational Learning (SCE) program. This expanded on the three Centers opened the prior year.

People with disabilities

Inclusive technology is a vital tool for achieving digital equity. As well as designing more accessible products, we engage in projects that create learning environments where everyone can thrive.

In 2021, HP Indigo in Brazil empowered Hershey to celebrate International Women's Day: #HerShe for the second consecutive year. #HerShe focuses on "Making Invisible Women Visible" and helping women's voices be heard by turning Hershey's iconic chocolate bar wrappers into powerful showcases for female artists. HP, working with BETC Havas and Hershey in Brazil, co-created dozens of women's influencer stories that are celebrated on each wrapper. Using augmented reality, users scan each bar to access the stories and feel inspired to make their voices heard. A total of 320,000 chocolate bars were printed and distributed in supermarkets, generating 1.3 billion impressions and achieving more than 30% organic growth in the social network of each influencer. This marketing campaign was developed by HP's Brands Innovation team using the company's exclusive personalization framework, and printed on an HP Indigo 25k press. Learn more.

Through an inclusive education partnership with Governor Morehead School in Raleigh, North Carolina, United States, HP provided technology "bundles" and ongoing training for teachers and staff. The bundles, which included laptops and docking stations, large monitors, external keyboards, and noise-canceling headphones, support learning at home and on campus at the HP Computer Learning Lab and empower visually impaired students to continue developing critical digital skills.

We continue to support the nonprofit Don't Hide It, Flaunt It (DHIFI), which works to empower children to accept differences and their unique characteristics. In 2021, HP employees and their children had the opportunity to judge essay submissions to DHIFI's Kids Flaunt contest. The contest was open to children across the United States, and we provided laptops, printers, and power banks as prizes for winning entrants.

Historically excluded and marginalized communities

We aim to advance diversity, equity, and inclusion at HP and beyond. HP has set numerous goals in this area, including to complete STEM pilots in target communities with channel partners and suppliers. In support of this, we worked with MIT Solve in 2021 to launch the first U.S. Challenge on Antiracist Technology, with funding available for exceptional tech-based social entrepreneurs. This included the HP Prize for Accelerating Digital Equity, a US$100,000 grant to advance inclusion, digital literacy, and economic opportunities in communities around the world.

Nonprofit NABU works to improve childhood literacy and confidence in marginalized communities by publishing books in children's native languages. HP is partnering with NABU, as part of the Digital Equity Accelerator (launched in early 2022), to establish the HP Creative Lab at the Kigali Public Library in Rwanda to train more than 200 African authors and illustrators to publish hundreds of books for children each year. In 2021, we produced two books with NABU, one of which was also in collaboration with Girl Rising.

In December 2020, we began five HP Literacy Attainment Coach pilot programs to drive digital equity by increasing literacy levels among youth and adults. With support from local government and NGO partners, the six-to-nine-month pilots launched in Ghana, Kenya, Nigeria, Rwanda, and The Gambia. Participating schools receive professional development, ongoing diagnostic assessments, targeted instruction, and teaching and learning resources.

Communities in remote areas are particularly likely to experience a digital divide, necessitating tailored responses. In collaboration with the Indian government's Digital India initiative and other private sector partners, the HP World on Wheels (WOW) program brings internet-enabled, solar-powered mobile learning labs to remote areas of India. Supporting digital literacy, education, entrepreneurship, and citizen services, the initiative works with people in rural and semi-rural communities. Each 20-seat WOW vehicle is equipped with HP computing and printing technology, as well as software and e-learning tools. In 2021, 43 WOW mobile learning labs directly benefited approximately 350,000 people in villages throughout the country.[4]

Another way we help connect people with technology is through the HP Common Service Lab, which integrates e-education, e-health, and e-citizen services into a standard 40-foot ISO shipping container. This turnkey solution can provide services in hard-to-reach locations with limited or no infrastructure support. Learn more.

Educators

Enabling digital equity around the world depends on empowering educators. HP's initiatives and partnerships are helping to create the conditions needed for learners to thrive.

- **HP Innovation and Digital Education Academy (IDEA):** Launched in late 2020, HP IDEA is a network of innovative teachers who are using technology to deliver powerful learning outcomes. Through December 2021, HP IDEA positively impacted approximately 500,000 students in about 400 schools worldwide.

- **Empowering Indonesian educators:** In partnership with Indonesia's Ministry of Education and Culture (MOEC), HP created the Semangat Guru learning program to upskill Indonesian teachers and education personnel, helping them adapt to digital transformation.

In 2021, more than 100,000 teachers attended a set of six webinars, with recordings and self-paced learning made accessible to 300,000 teachers associated with the MOEC Learning Management System.

- **Digital Schools Awards:** This HP-led initiative cultivates and recognizes use of technology that supports improvements in teaching, learning, and assessment, including blended learning that helps teachers educate remotely. An estimated 185,000 students benefited in 2021, in Ireland, Lithuania, Northern Ireland, Scotland, Serbia, and Slovenia.

- **Mentor a Teacher Program:** In partnership with Girl Rising, HP's Mentor a Teacher Program (HP MAT) is collaborating with 1 Million Teachers in Nigeria to empower teachers to support girls and advance their right to quality education by providing skills, resources, and mentors. The HP MAT Program is based on four pillars: gender equity, relationships and digital inclusion, leadership development, and the success mindset. During 2021, it matched more than 90 HP mentors from Canada, Nigeria, South Africa, and the United States with educators on a 1:1 basis.

> HP shipped approximately 15.6 million PCs to schools in 2021.

Industry solutions

HP's education programs build on the strength of our innovation to deliver cutting-edge computing and digital printing solutions and outcome-based learning experiences that support remote learning and help people thrive in a rapidly evolving digital world.

Campus of the Future

HP's Campus of the Future framework creates vibrant environments for teaching, learning, research, and collaboration. HP and EDUCAUSE are collaborating with more than two dozen colleges and universities, ranging from elite R1 research institutions to technical colleges and historically Black colleges and universities (HBCUs), providing cutting-edge technologies alongside financial and technical support. These collaborations are exploring esports, 3D printing, extended reality (XR), data science, and machine learning to identify the technologies with the greatest potential for teaching, learning, and research. More than 30 collaborators form the EDUCAUSE/HP XR Community Group, which gathers monthly to share learnings, reflect on challenges, and discuss successes of the adoption of XR in higher education. In collaboration with HP's HBCU Technology Conference, EDUCAUSE also examined the nuances of digital transformation at minority-serving institutions.

For example, EDUCAUSE investigated the benefits esports programs provide higher education institutions, which include student recruitment

and retention, workforce skills development, and fostering inclusive engagement among students. EDUCAUSE also studied the outlook, and the obstacles and the catalysts, of XR adoption in higher education.

See the following reports:

- Expanding Esports in Higher Ed: Benefits and Guidance for New Esports Programs
- QuickPoll Results: XR Technology
- Digital Transformation at Minority Serving Institutions

HBCU Technology Conference

In September 2021, HP hosted the inaugural annual HBCU Technology Conference, providing

To help meet the demand for technology in educational settings, we are providing HP Modular Tech Hubs to schools in Southeast Asia, enabling students to use HP PCs to learn coding and Microsoft Office skills. The program also includes training to support teachers to improve learning outcomes through technology. As of December 2021, HP had launched five hubs in Indonesia, two in Vietnam, and one in Malaysia, and reached more than 15,000 students.

HBCUs with valuable information about digital transformation, as well as opportunities to share IT best practices and discuss industry insights. See Diversity, equity, and inclusion.

HP Innovation Garage

The HP Innovation Garage, launched in 2020 in collaboration with Intel, is the largest technology start-up campus in the Middle East and North Africa region. Based at the Dubai Technology Entrepreneur Campus, the lab helps young people develop transferable skills in technology, design, and prototyping, and explore career paths through Entrepreneur, VR, and STEAM (science, technology, engineering, arts, and math) and Robotics learning zones. In 2021, around 40,000 educators, students, and other interested customers attended workshops and webinars hosted by the HP Innovation Garage. See the 360-degree Virtual Tour.

HP Grants Support Program

In 2021, the HP Grants Support Program provided educational institutions and nonprofits with free access to quality grants research and consulting, in collaboration with Grants Office LLC and with funding support from AMD, Intel, and Microsoft. During the year, 96 primarily education-focused organizations, including libraries, K-12 school districts, community colleges, and elite research institutions, used the program's services to pursue more than US$7.6 million in STEM-related and other grants to improve student outcomes and help close the digital divide. About US$500,000 in grants was awarded in 2021.

Healthcare

Across our portfolio, from PC and printing solutions to personalized 3D-printed prosthetics, HP innovations focus on meeting specific challenges in the healthcare sector. Our solutions are designed to help clinicians improve patient experiences, boost efficiency, and increase access for underserved populations.

We help customers in all industries keep high-touch, collaborative, and public-facing technology clean, and support employee wellbeing by offering a broad range of sanitizable devices. From Elite PCs to Z by HP, and from displays to select accessories, these devices can be wiped down with many common disinfectant wipes.[5] For example, select HP EliteBooks, ZBooks, and thin clients support easy, repeatable sanitization[6] (up to 10,000 times) with select germicidal wipes on the entire device.

HP Healthcare Print Solutions address pressing issues facing the healthcare industry, including patient wellbeing and safety, care coordination, mobility, privacy, and security. The portfolio offers Basic Print Cloud Services delivered through HP Print Security Advisory Services and HP Security Manager,[7] providing patient data protection to all HP devices, with the added protection of PrintSecure on Zebra wristband printers. Learn more.

Specialty Print & Technology Solutions

Pharmaceutical companies, drug manufacturers, hospitals, medical laboratories, and pharmacies need a wide variety of high-quality variable data coding and marking print solutions and color labels. HP Thermal Inkjet systems enable human- and machine-readable codes and marks to be printed directly on packages, helping to eliminate stock label waste and enhancing product identification and security. For example, personalized color-printed labels for medicine bottles give patients more information, such as a photograph of the medicine.

The HP D300e Digital Dispenser, a bioprinter platform, accelerates drug research and other laboratory applications by automating serial dilutions. This family of products enables

The HP Common Service Lab (CSL) initiative is designed to provide healthcare, education, and other citizen services to hard-to-reach locations in India. Housed in solar-powered shipping containers, CSL containers are accompanied by a general healthcare practitioner, enabling a range of healthcare services to be provided directly, such as general assessment and diagnosis, eye tests, and COVID-19 vaccinations. If a case is complicated, specialists can be contacted virtually via video using CSL's telemedicine features. Across all services, HP CSL reached over 18,000 people in 2021. Learn more.

researchers to dispense or print very small (picoliter) quantities of fluid needed for drug and vaccine research in seconds, which can save time and reduce plastic waste associated with manual pipetting methods.

In 2021, HP continued to place D300e printers in pharmaceutical and government labs around the world to help accelerate drug research for diseases such as cancer and accelerate testing of new therapies to combat antibiotic resistance.

3D printing

3D printing has the potential to transform healthcare by replacing highly variable, manual processes with accurate, consistent digital workflows and additive manufacturing.

Advances in 3D printing enable transformative approaches to healthcare and medical devices. HP technology is being used to create anatomical models, highly customized dental aligner molds, tailored orthoses and prosthetics, and a wide range of medical equipment. For example, care providers using HP's 3D Arize Orthotic Solution, launched in 2021, can scan a patient and provide custom orthoses in as little as five minutes, applying industry-standard modifications with precision and consistency. HP's 3D Arize Solution simplifies production and aims to help reduce carbon emissions and waste. For the patient, this means receiving a customized orthotic suited to address their individual health and wellbeing needs—delivered correctly.

3D printing has also demonstrated potential to help address supply chain imbalances and contribute to healthcare solutions during the COVID-19 pandemic. See The global rise of 3D printing during the COVID-19 pandemic.

Learn more about healthcare and medical 3D printing.

Microfluids and cancer research

HP has decades of experience in manipulating fluids at the microscopic level, which we are applying to research on the surveillance of cancers in patients post-chemotherapy. A team in our Microfluidics and Systems Technology Lab is working to develop a new method for research purposes to isolate rare cancer cells. This research deploys a combination of hydrodynamic and electric fields to separate cells based on electrical properties. This technology research has the potential to help researchers support personalized therapy and detection of post-treatment cancer cells through liquid biopsies. Learn more.

Accessibility

About one in seven people in the world has a disability,[8] including about one in four U.S. adults.[9] Removing barriers that otherwise prohibit them from engaging as dignified, independent, equal, and active members of our communities is critical for society and business to thrive. HP is investing in accelerating digital equity[10] for 150 million people by 2030, including individuals with disabilities.

The HP Hardware Accessibility Testing Guide details how we test products for accessibility and communicate the results in our conformance reports. We share this information to help advance a broader industry conversation about best testing practices, in support of more accessible products.

We welcome new opportunities to incorporate feedback from the global disability community into our accessibility program. For example, HP's inclusive education partnership with Governor Morehead School in Raleigh, North Carolina, United States, provided user feedback and examples of how we can design more inclusive products to support education, whether students are learning remotely or in the classroom.

HP regularly participates in accessibility-related conferences, industry groups, and government forums in an effort to advance worldwide standards and policies that improve the accessibility of information technology. These include current standards (such as the Web Content Accessibility Guidelines 2.1, U.S. Revised Section 508, and the E.U. EN 301 549) and emerging ones (such as the European Accessibility Act and the Canadian Accessibility Act). In 2021, over US$7.5 billion in sales[11] was actively supported by HP in cases where accessibility was an area of customer interest.

This work complements the most significant contribution we can make to accessibility: producing IT products and services that are usable and enjoyable by the widest number of people practicable. For example, we recently released Accessibility Mode, as well as an optional Speech Access Module (SAM) for Displays update for select displays with built-in speakers or a 3.5 mm stereo headphone jack. Learn more about how HP products increase possibilities for those with visual, auditory, physical, and cognitive disabilities.

Visit the HP Office of Aging and Accessibility to learn more about HP product accessibility and share your own accessibility story involving HP technology.

Data

Energy efficiency

	2019	2020	2021
Product-use GHG emissions intensity* [% reduction since 2015]	18%	33%	39%

*See endnote 26 on page 116.

Product repair, reuse, and recycling*

	2019	2020	2021
Overall			
Number of countries and territories with HP return and recycling programs	76	77	77
Total reuse and recycling of hardware and recycling of supplies [tonnes]	135,300	124,400	129,300
Percentage of total volume of hardware products and materials taken back that was reused or recycled by HP or by a third party [%]	91%	91%	92%
Repair and reuse			
Electronic equipment repaired** [units]	4,620,000	5,310,000	6,290,000
Electronic equipment repaired** [tonnes]	22,500	20,000	35,300
Electronic equipment reused*** [units]	1,210,000	1,280,000	2,150,000
Electronic equipment reused*** [tonnes]	6,200	5,900	7,200
Overall repair and reuse rate of relevant HP hardware sales worldwide**** [%]	4.2%	4.2%	6.8%
Recycling			
Total recycling of hardware and supplies [tonnes, approximate]	129,100	118,500	122,000
Overall recycling rate of relevant HP hardware sales worldwide***** [%]	16.9%	16.3%	15.6%
Total recycling, by region [tonnes]			
Americas	52,400	38,800	39,900
Europe, Middle East, and Africa	60,000	60,200	63,000
Asia Pacific and Japan	16,700	19,500	19,100

	2019	2020	2021
Total recycling, by type [tonnes]			
Hardware	113,400	106,500	108,800
Original HP and Samsung Toner Cartridges******	14,300	10,600	10,300
Original HP Ink Cartridges******	1,400	1,300	1,500
HP Indigo supplies	n/a	n/a	1,400
Original HP and Samsung Toner Cartridge recycling			
HP toner market covered by program [%]	91%	92%	94%
See composition data.			
Original HP Ink Cartridge recycling			
HP ink market covered by program [%]	90%	91%	89%
See composition data.			

* Totals include all hardware and supplies returned to HP for processing, with ultimate dispositions including recycling, energy recovery, and, where no suitable alternatives exist, responsible disposal. Original HP Toner and Ink Cartridge recycling data is for calendar year. The remaining data is based on the HP fiscal year. Although for HP print cartridges we report the composition of recovered materials, we cannot provide this data for hardware because we do not have operational control over all recycling processes and so do not have access to this information. Recycling volumes in 2020 and 2021 were adversely impacted in some locations by lockdowns and customer behavior impacted by the COVID-19 pandemic. In some cases, segments do not add up to total due to rounding. Although we do not include data prior to 2019 in the Product repair, reuse, and recycling section, the vast majority of product hardware recycling data, and all toner and ink cartridge recycling data, reported in past years was associated with the business units that are now a part of HP Inc. Through 2015, Hewlett-Packard Company reported 1,497,500 tonnes of cumulative computer hardware and supplies recycling combined.

** Data for 2020 and 2021 reflects a more complete data set and enhanced calculation methodology. Beginning in 2021, this data is based on the actual weight of every product. Prior to 2021, data was estimated based on the average weight of each product category.

*** Reused material is defined as recovered products or components of products that are used for the same purpose for which they were conceived. A reused product/part should replace a new product/part shipment, and the product/part needs to have been used by a customer and refurbished before being sent to a different user. Prior to 2021, this data also included some units remarketed to customers that had not been refurbished or used. Beginning in 2021, this data is based on the actual weight of every product. Prior to 2021, data was estimated based on the average weight of each product category.

**** The repair and reuse rate is based on the weight of hardware products returned for repair and reuse compared to the weight of our product sales during the year.

***** The recycling rate is based on the weight of hardware products returned for recycling compared to the weight of our product sales from seven years ago (the estimated average lifespan of our products). It is impractical for HP to report the recycling rate by product category, as materials are not typically sorted at collection points. This rate also does not include packaging recycling, due to limited data available from recyclers.

****** Includes cartridges returned by customers only.

HP materials use*
tonnes

Material	2019	2020	2021
Total	990,600	942,000	956,400
By type			
Electronic products	587,800	562,700	602,700
Metal	209,600	202,800	191,700
Plastic	270,200	251,500	243,900
Other**	108,000	108,400	167,100
Paper	230,600	213,300	193,900
Packaging	172,200	166,000	159,800
Recycled content plastic in HP products and packaging***	34,200	34,200	32,000
Recycled content metal in HP products****			4,300
Recycled fiber in HP brand paper and packaging	87,500	100,800	105,700
Certified sustainably managed fiber in HP brand paper and packaging*****	254,600	248,300	227,800

  * For 2019 and 2020, the data in this table does not include the following products or packaging for these products: commercial, industrial, or 3D printing products; scanners; personal systems accessories sold separately; spare parts; or the weight of ink and toner in cartridges. For 2021, the data in this table does not include the following products or packaging for these products: PageWide Industrial and 3D printing products; or personal systems accessories and print accessories sold separately.

  ** For 2019 and 2020, includes wires/cables, PCAs, LCDs, and batteries. For 2021, includes wires/cables, PCAs, LCDs, batteries, and the weight of ink and toner in cartridges, as well as the total mass of refurbished whole products and parts.

  *** Recycled content plastic in HP products is postconsumer. Although there is recycled content in some plastic packaging, in 2021 that amount is not included in this data because we are working to improve the data-collection process.

  **** Recycled content metal in HP products is a mix of certified pre-consumer and postconsumer. Data prior to 2021 is not included.

  ***** This material is renewable. As defined in the Global Reporting Initiative Sustainability Reporting Standards, renewable material is "material derived from plentiful resources that are quickly replenished by ecological cycles or agricultural processes, so that the services provided by these and other linked resources are not endangered and remain available for the next generation."

Postconsumer recycled content plastic used in HP products
tonnes

	2019	2020	2021	% of total plastic use, 2021
Personal systems	9,650	9,780	8,510	14.9%
Home and office printers	6,760	8,720	12,700	8.6%
Original HP Ink Cartridges	5,384	5,767	7,788	53.6%
Original HP and Samsung Toner Cartridges	3,565	2,913	2,414	11.7%
Large format and industrial graphics printers*	200	310	560	16.1%
Total**	25,560	27,490	32,000	13%

  * Data for 2019 includes only large format printers.

  ** Segments for some years do not add up to total due to rounding.

www.hp.com/sustainableimpact

Appendix

About this report

HP has reported yearly on its social and environmental progress since 2001. We provide in-depth information to stakeholders, including customers, industry analysts, socially responsible investors, nongovernmental organizations (NGOs), employees, sustainability specialists, governments, and others.

To determine report contents, we consider:

- Our ESG materiality assessment.
- Input from executives and content experts across HP.
- Input from external stakeholders.
- Broader sustainability context and trends.
- External standards and frameworks such as the Global Reporting Initiative Sustainability Reporting Standards, the UN Global Compact, the UN Sustainable Development Goals, the Sustainability Accounting Standards Board Hardware Sustainability Accounting Standard, the Task Force on Climate-Related Financial Disclosures, and the World Economic Forum International Business Council Stakeholder Capitalism Metrics.
- Global reporting trends and best practices.

In addition to our Sustainable Impact Report, we report on our programs and progress on our Sustainable Impact website on an ongoing basis. Our past reports are available online.

Reporting scope and measures

- This report describes HP's Sustainable Impact policies, programs, and goals. It includes HP's performance data through FY2021 (which ended October 31, 2021), unless stated otherwise.
- The information in this report is current as of the date of its initial publication. The report has not been updated to reflect any changes since that date, including any changes to HP's business or strategy. HP assumes no obligation and does not intend to update this report to reflect any such changes.
- The performance data in this report covers 100% of HP's global business operations and/ or revenue, as of HP's most recently completed fiscal year, unless stated otherwise.
- All references to years are to HP's fiscal year, which ends October 31 of the year noted, unless stated otherwise.
- All references to dollars are to U.S. dollars.
- "Tonnes" refers to metric tons.

Metrics and goals

The metrics in this report are HP data, unless stated otherwise. Collecting data from more than 100 sites globally is complex, and the process can vary by issue, business unit, function, and geography. As a result, company-wide metrics can be difficult to define and implement. We continue to standardize our measurement systems and metrics. Data is rounded to reflect the appropriate level of certainty.

Reporting performance beyond our immediate operations is also challenging. We must make assumptions when estimating Scope 3 greenhouse gas (GHG) emissions, product energy consumption and resulting GHG emissions, the percentage of HP products that are recycled, and other metrics. Where appropriate, we provide context for data to help readers understand limitations and draw appropriate conclusions.

Forward-looking content reflects approaches, goals, and priorities established by the HP teams responsible for implementing them. These were set in consultation with internal, and in some cases external, stakeholders, and consider leading corporate practices.

Feedback

Your comments and suggestions are important to us. Please provide any feedback on this report, our performance, or our website using our online form.

External verification

Assurance demonstrates our commitment that information in this report describes our performance accurately and completely.

In 2021, HP engaged Ernst & Young LLP (EY) to perform an independent review of selected key performance indicators in our 2021 HP Sustainable Impact Report. This process was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

For a full listing of the indicators within the scope of EY's review, please see the Independent accountants' review report.

In addition, the following data received external assurance this year:

- Product repair, reuse, and recycling: Through Environmental Resources Management (ERM), HP audited 25 vendor facilities in 14 countries during 2021. This included repeat audits of 15 vendor facilities to evaluate their efforts to improve performance. Learn more in Product reuse and recycling vendors.
- Supply chain: HP participates in the Responsible Business Alliance (RBA) Validated Assessment Program (VAP), which uses independent external auditors to audit our suppliers' social and environmental responsibility performance against HP Supplier Code of Conduct requirements. Learn more in Supply chain responsibility.

Forward-looking statements

This document contains forward-looking statements based on current expectations and assumptions that involve risks and uncertainties. If the risks or uncertainties ever materialize or the assumptions prove incorrect, the results of HP Inc. and its consolidated subsidiaries ("HP") may differ materially from those expressed or implied by such forward-looking statements and assumptions. All statements other than statements of historical fact are statements that could be deemed forward-looking statements, including, but not limited to, any statements regarding the potential impact of the COVID-19 pandemic and the actions by governments, businesses and individuals in response to the situation; projections of net revenue, margins, expenses, effective tax rates, net earnings, net earnings per share, cash flows, benefit plan funding, deferred taxes, share repurchases, foreign currency exchange rates or other financial items; any projections of the amount, timing or impact of cost savings or restructuring and other charges, planned structural cost reductions and productivity initiatives; any statements of the plans, strategies and objectives of management for future operations, including, but not limited to, our business model and transformation, our sustainability goals, our go-to-market strategy, the execution of restructuring plans and any resulting cost savings, net revenue or profitability improvements or other financial impacts; any statements concerning the expected development, demand, performance, market share or competitive performance relating to products or services; any statements concerning potential supply constraints, component shortages, manufacturing disruptions or logistics challenges; any statements regarding current or future macroeconomic trends or events and the impact of those trends and events on HP and its financial performance; any statements regarding pending investigations, claims, disputes or other litigation matters; any statements of expectation or belief, including with respect to the timing and expected benefits of acquisitions and other business combination and investment transactions; and any statements of assumptions underlying any of the foregoing. Forward-looking statements can also generally be identified by words such as "future," "anticipates," "believes," "estimates," "expects," "intends," "plans," "predicts," "projects," "will," "would," "could," "can," "may," and similar terms. Risks, uncertainties and assumptions include factors relating to the effects of the COVID-19 pandemic and the actions by governments, businesses and individuals in response to the situation, the effects of which may give rise to or amplify the risks associated with many of these factors listed

here; the need to manage (and reliance on) third-party suppliers, including with respect to component shortages, and the need to manage HP's global, multi-tier distribution network, limit potential misuse of pricing programs by HP's channel partners, adapt to new or changing marketplaces and effectively deliver HP's services; HP's ability to execute on its strategic plan, including the previously announced initiatives, business model changes and transformation; execution of planned structural cost reductions and productivity initiatives; HP's ability to complete any contemplated share repurchases, other capital return programs or other strategic transactions; the competitive pressures faced by HP's businesses; risks associated with executing HP's strategy and business model changes and transformation; successfully innovating, developing and executing HP's go-to-market strategy, including online, omnichannel and contractual sales, in an evolving distribution, reseller and customer landscape; the development and transition of new products and services and the enhancement of existing products and services to meet evolving customer needs and respond to emerging technological trends; successfully competing and maintaining the value proposition of HP's products, including supplies; challenges to HP's ability to accurately forecast inventories, demand and pricing, which may be due to HP's multi-tiered channel, sales of HP's products to unauthorized resellers or unauthorized resale of HP's products or our uneven sales cycle; integration and other risks associated with business combination and investment transactions; the results of the restructuring plans, including estimates and assumptions related to the cost (including any possible disruption of HP's business) and the anticipated benefits of the restructuring plans; the protection of HP's intellectual property assets, including intellectual property licensed from third parties; the hiring and retention of key employees; the impact of macroeconomic and geopolitical trends and events, including the ongoing situation in Ukraine and its regional and global ramifications and the effects of inflation; risks associated with HP's international operations; the execution and performance of contracts by HP and its suppliers, customers, clients and partners, including logistical challenges with respect to such execution and performance; changes in estimates and assumptions HP makes in connection with the preparation of its financial statements; disruptions in operations from system security risks, data protection breaches, cyberattacks, extreme weather conditions or other effects of climate change, medical epidemics or pandemics such as the COVID-19 pandemic, and other natural or manmade disasters or

catastrophic events; the impact of changes to federal, state, local and foreign laws and regulations, including environmental regulations and tax laws; potential impacts, liabilities and costs from pending or potential investigations, claims and disputes; and other risks that are described herein and in HP's Annual Report on Form 10-K for the fiscal year ended October 31, 2021 and that are otherwise described or updated from time to time in HP's other filings with the Securities and Exchange Commission.

As in prior periods, the financial information set forth in this document, including any tax-related items, reflects estimates based on information available at the time of preparation of this document. While HP believes these estimates to be reasonable, these amounts could differ materially from reported amounts in HP's Quarterly Reports on Form 10-Q for the fiscal quarter ended July 31, 2022, Annual Report on Form 10-K for the fiscal year ended October 31, 2022, and HP's other filings with the Securities and Exchange Commission. The forward-looking statements in this document are made as of the date of this document and HP assumes no obligation and does not intend to update these forward-looking statements.

Throughout this document, we use the definition of "materiality" from the GRI (Global Reporting Initiative) Standards, which is different from the term as it has been defined by or construed in accordance with the securities laws or any other laws of the U.S. or any other jurisdiction, or as used in the context of our financial statements and financial reporting, or our reports filed with the U.S. Securities and Exchange Commission. Topics identified as ESG material for the purpose of this document should not be construed as being material for SEC or other financial reporting purposes. In addition, historical, current, and forward-looking sustainability-related statements may be based on standards for measuring progress that are still developing, internal controls and processes that continue to evolve, and assumptions that are subject to change in the future.

HP's Investor Relations website at investor.hp.com contains a significant amount of information about HP, including financial and other information for investors. HP encourages investors to visit its website from time to time, as information is updated, and new information is posted. The content of HP's website is not incorporated by reference into this document or in any other report or document HP files with the SEC, and any references to HP's website are intended to be inactive textual references only.

Policies and standards

Sustainable Impact

- Human Rights Policy

Employees

- Global Non-Discrimination Policy
- Harassment-Free Work Environment Policy
- Open Door Policy

Environment

- Climate Action Policy Position
- Environmental, Health and Safety (EHS) Policy
- Export of Electronic Waste to Developing Countries Policy
- General Specification for the Environment (GSE)
- Hardware Recycling Standard
- Hardware Reuse Standard
- Sustainable Paper and Wood Policy
- Materials and Chemical Management Policy

Ethics and anti-corruption

- Anti-Corruption Policy
- Contingent Worker Code of Conduct
- Corporate Governance Guidelines
- Global Business Amenities Policy
- Integrity at HP
- Partner Code of Conduct
- U.S. Public Sector Code of Conduct

Privacy

- Privacy Statement

Supply chain responsibility

- Student and Dispatch Worker Standard for Supplier Facilities in the People's Republic of China (PRC)
- Supplier Code of Conduct
- Supply Chain Foreign Migrant Worker Standard
- Supply Chain Social and Environmental Responsibility Policy

Independent accountants' review report

To the Stockholders and the Board of Directors of HP Inc.

We have reviewed HP Inc.'s ("HP") accompanying schedules of select sustainability information (the Subject Matter) included in Appendix A and as presented in HP's 2021 Sustainable Impact Report for the year ended October 31, 2021 in accordance with the criteria also set forth in Appendix A (the "Criteria"). HP's management is responsible for the Subject Matter in accordance with the Criteria. Our responsibility is to express a conclusion on the Subject Matter based on our review.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) AT-C section 105, *Concepts Common to All Attestation Engagements*, and AT-C section 210, *Review Engagements*. Those standards require that we plan and perform our review to obtain limited assurance about whether any material modifications should be made to the Subject Matter in order for it to be in accordance with the Criteria. A review consists principally of applying analytical procedures, making inquiries of persons responsible for the subject matter, obtaining an understanding of the

data management systems and processes used to generate, aggregate and report the Subject Matter and performing such other procedures as we considered necessary in the circumstances. A review is substantially less in scope than an examination, the objective of which is to obtain reasonable assurance about whether the Subject Matter is in accordance with the Criteria, in all material respects, in order to express an opinion. Accordingly, we do not express such an opinion. A review also does not provide assurance that we became aware of all significant matters that would be disclosed in an examination. We believe that our review provides a reasonable basis for our conclusion.

In performing our review, we have also complied with the independence and other ethical requirements set forth in the Code of Professional Conduct and applied the Statements on Quality Control Standards established by the AICPA.

As described in Appendix A, the Subject Matter is subject to measurement uncertainties resulting from limitations inherent in the nature and the methods used for determining such data. The selection of different but acceptable measurement techniques can result in materially different measurements. The precision of

different measurement techniques may also vary. Furthermore, Scope 3 emissions are calculated based on a significant number of estimations and management assumptions due to the inherent nature of the Greenhouse Gas Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard criteria.

The information included in HP's 2021 Sustainable Impact Report, other than the Subject Matter, has not been subjected to the procedures applied in our review and, accordingly, we express no conclusion on it.

Based on our review, we are not aware of any material modifications that should be made to the accompanying schedules of select sustainability indicators for the year ended October 31, 2021, in order for the schedules to be in accordance with the Criteria.

Ernst & Young LLP

May 12, 2022

EY
Building a better
working world

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Appendix A—HP Inc. Schedules of Select Sustainability Information

Schedule of Select Environmental Metrics for the year ended October 31, 2021

Indicator name	Scope	Unit of measure	Reported value	Criteria
Scope 1 greenhouse gas (GHG) emissions[1]	Global	Tonnes of carbon dioxide equivalents (tCO$_2$e)	48,700	World Resources Institute (WRI)/World Business Council for Sustainable Development's (WBCSD) The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Global Reporting Initiative (GRI) Standard 305-1 Direct (Scope 1) Emissions and HP's Carbon accounting manual[2]
Scope 2 GHG emissions (location-based method)[1]	Global	tCO$_2$e	198,200	WRI/WBCSD's The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, WRI/WBCSD's The Greenhouse Gas Protocol Scope 2 Guidance, GRI Standard 305-2 Energy Indirect (Scope 2) GHG Emissions and HP's Carbon accounting manual[2]
Scope 2 GHG emissions (market-based method)[1]	Global	tCO$_2$e	110,800	
Scope 3 GHG emissions[1,3]	Global	tCO$_2$e	28,300,000	WRI/WBCSD's The Greenhouse Gas Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard, WRI/WBCSD's The Greenhouse Gas Protocol Technical Guidance for Calculating Scope 3 Emissions, GRI Standard 305-3 Other Indirect (Scope 3) GHG Emissions and HP's Carbon accounting manual[2]
Direct energy use in operations (corresponds to Scope 1 emissions)[4]	Global	MWh[5]	202,750	GRI Standard 302-1 Energy Consumption Within the Organization and HP management definitions disclosed in the 2021 Sustainable Impact Report
Indirect energy use (corresponds to Scope 2 emissions)[6]	Global	MWh[5]	494,308	
Voluntary purchases of renewable energy	Global	MWh[5]	261,196	
Direct water withdrawal[7]	Global	Cubic meters[8]	2,556,000	GRI Standard 303-3(a) Water withdrawal and HP management definitions disclosed in the 2021 Sustainable Impact Report

[1] Where possible, based on HP Inc.'s reporting timeline and requirements, HP Inc. uses the most up-to-date emission factors available at the time.

[2] Carbon accounting manual is available at http://h20195.www2.hp.com/V2/getpdf.aspx/c05179524.pdf.

[3] Scope 3 GHG emissions includes the following categories: Category 1 Purchased goods and services, Category 2 Capital goods, Category 3 Fuel- and energy-related activities not included in Scope 1 or Scope 2, Category 4 and 9 Transportation and distribution, Category 6 Business travel, Category 7 Employee commuting, Category 11 Use of sold products, and Category 12 End-of-life treatment of sold products.

[4] Direct energy use refers to direct energy consumption in HP's operations including natural gas, renewable energy generated on-site, diesel/oil/gas/LPG, and transportation fleet similar to the Scope 1 emissions boundary. Refrigerants and perfluorinated compounds are not applicable to the calculation of direct energy use, although they are included in the Scope 1 GHG emissions boundary.

[5] Note that 1 MWh equates to 3,600 megajoules.

[6] Indirect energy includes purchased electricity and steam and does not include renewable energy purchases.

[7] Direct water withdrawal for HP operations. Includes: 1,000 cubic meters of surface water, representing captured rainwater; 13,000 cubic meters of groundwater, representing well water; and 2,542,000 cubic meters of third-party water, representing municipal water and NEWater, which is wastewater sourced from another organization. Note that sewage treatment plant (STP) water is not included within the scope of water withdrawal.

[8] Note that 1,000 cubic meters equates to 1 megaliter.

Schedule of Supply Chain Audits, Assessments and Findings for the year ended October 31, 2021

Indicator name	Scope	Reported value	Criteria
Supplier audits and assessments completed, including percentage RBA[9] Validated Assessment Program (VAP) audits	Global	In 2021, we completed 161 audits of production, nonproduction, and product transportation suppliers, and 24 other assessments of production suppliers. During the year, 88% of production supplier audits were third-party certified RBA VAP audits.	Production suppliers provide materials and components for product manufacturing and also assemble HP products. Product transportation suppliers provide services for the shipping and delivery of HP products. Nonproduction suppliers provide goods and services that do not go into the production of HP products (such as staffing, telecommunications, and travel).

Audits of production suppliers, product transportation suppliers, suppliers supporting HP manufacturing, and HP manufacturing sites follow the RBA Code of Conduct Audit Protocol 6.0. HP also participates in the RBA VAP, which uses independent external auditors to audit suppliers' social and environmental responsibility performance against HP Supplier Code of Conduct requirements. The number of audits reported includes those that begin during the reporting year and for which the audit report is received by February of the subsequent year (e.g., received by February 2022 for reports conducted during FY21). Audit reports received after this date are included in the following year's reported value.

Other assessments include health and safety assessments, onboarding assessments, vulnerable worker group (student and foreign worker) assessments, KPI validation assessments, and priority screening assessments. |
| Supplier audit finding rate for major nonconformances and priority findings | Global | 80 initial audits and full re-audits of production suppliers conducted in 2021 identified 14 immediate priority findings, equivalent to 0.18 per audit on average, and 528 other nonconformances,[10] equivalent to 6.6 per audit on average. | Immediate priority findings are the most serious type of supplier nonconformance and require immediate action. These would include any priority nonconformances (as defined by the RBA VAP) identified related to the following topics: child labor, forced labor, severe forms of discrimination, health and safety issues posing immediate danger to life or risk of serious injury, perceived violation of environmental laws posing serious and immediate harm to the community, and falsified pay slips.

Other nonconformances include all other priority nonconformances and all major nonconformances as defined by the RBA VAP. |

Note: Non-financial information is subject to measurement uncertainties resulting from limitations inherent in the nature and the methods used for determining such data. The selection of different but acceptable measurement techniques can result in materially different measurements. The precision of different measurement techniques may also vary.

[9] Responsible Business Alliance

[10] Other priority nonconformances and major nonconformances represent 3.6% and 96.4% of other nonconformances, respectively.

ESG material topics

The following table summarizes issues determined to meet the ESG materiality threshold for this report.

Issue	Description	GRI Standards topic(s)	Topic boundary	Location
Climate Action				
Circular economy	Managing product life cycles through design criteria and business models that: promote product serviceability and longevity; enable usage as a service; increase repair, reuse, recycling, recycled content, and closed material loops; and dematerialize processes and products and reduce waste to landfill.	Materials	Supply chain HP operations Products and solutions	Circular and net zero carbon economy Product repair, reuse, and recycling
Climate change resilience	Working across our value chain and in collaboration with external partners to address the risks, opportunities, and impacts of climate change on our business, customers, the natural environment, and society, with a focus on resilience and adaptation.	No GRI-specific topics (GHG emissions are addressed in next row)	Supply chain HP operations Products and solutions	Footprint Supply chain responsibility: Environmental impact: Greenhouse gas emissions Operations: Our facilities: Greenhouse gas emissions
Decarbonization	Improving energy efficiency, increasing renewable energy use, and reducing the GHG emissions of HP's operations, including our owned and leased facilities and auto/aviation fleet, and our supply chain, including product transportation and logistics.	Energy Emissions	Supply chain (first- and second-tier suppliers, Scope 3 emissions) HP operations	Footprint Supply chain responsibility: Environmental impact: GHG emissions Operations: Our facilities: GHG emissions
Packaging	Decreasing the environmental impact of HP packaging, including by reducing materials use, increasing the use of recycled and biodegradable materials, and eliminating deforestation and single-use plastic associated with packaging, where feasible.	Materials	Supply chain Products and solutions	Packaging innovation
Paper and Forests	Advancing more sustainable printing by HP and our customers through the sourcing, use, and recycling of paper and other printed materials, enabling more efficient printing practices, and addressing the impacts of deforestation.	Materials	Supply chain Products and solutions	Renewable materials Forest positive
Product energy efficiency	Increasing the energy efficiency of HP products and services, and enabling customers to reduce energy use through efficient product fleets.	Energy	Products and solutions	Products and solutions: Circular and net zero carbon economy: Energy efficiency
Human Rights				
Diversity, equity, and inclusion	Fostering diversity, equity, and inclusion within our workforce, supply chain, and communities worldwide. Building a workforce representative of our customer base and communities.	Diversity and Equal Opportunity	Supply chain HP operations Products and solutions	Supplier diversity Diversity, equity, and inclusion
Human capital	Attracting, retaining, and developing human capital to meet current and future business needs. Providing compensation, benefits, and wellness programs that support engaged and productive employees and promote work/life balance, as well as managing the negative impacts of workforce reductions and relocations.	Employment Labor/Management Relations Training and Education	HP operations	Employee engagement Employee development Compensation and benefits Wellbeing
Human rights: operations and downstream	Respecting human rights throughout our value chain consistent with international norms, remedying human rights abuses in our operations and the customer use of products and services where we caused or contributed to the impact.	Human Rights Assessment	HP operations Products and solutions	Human rights

Issue	Description	GRI Standards topic(s)	Topic boundary	Location
Human rights: supply chain	Monitoring and strengthening social and economic conditions throughout our supply chain, and addressing key areas of risk and opportunity such as working hours and conditions, wages and benefits, capability building, health and safety, humane treatment of workers, prevention of slavery and forced labor, and responsible minerals sourcing.	Human Rights Assessment	Supply chain	Human rights Supply chain responsibility
Product and operational health and safety	Working to create a healthy, safe, and secure working environment in our supply chain and operations, and for our customers, including managing the use of materials, chemicals, and substances of concern in the manufacturing and use of our products.	Occupational Health and Safety Customer Health and Safety	Supply chain HP operations Products and solutions	Supply chain responsibility: Health and safety Health and safety Product safety
Digital Equity				
Digital divide	Working to break down the digital divide that prevents underserved communities from accessing computer hardware and the internet to achieve the digital literacy required to access education, jobs, and healthcare needed to thrive.	Indirect Economic Impacts	Products and solutions	Community giving and volunteerism Education Healthcare Accessibility
Governance				
Corporate governance	Maintaining the standards, structures, and processes to ensure the diversity and independence of the Board of Directors, and the effective governance of HP, including the company's Sustainable Impact strategy, goals, and programs.	No GRI-specific topics	HP operations	Governance Ethics and anti-corruption Governance HP 2022 Proxy Statement
Data and product security	Designing products and processes that protect the collection, processing, analysis, use, storage, transfer, transmission, and sharing of information from unwanted parties, unauthorized access, and security threats, including cyberattacks.	No GRI-specific topics	Supply chain HP operations Products and solutions	Cybersecurity Product security and privacy
Ethics and anti-corruption	Promoting high ethical standards and combating corruption in all of our business interactions, including in joint ventures and with business partners, customers, suppliers, and distributors.	Anti-corruption	Supply chain (interactions with suppliers, business partners, and contractors) HP operations Products and solutions (interactions with business partners and customers)	Ethics and anti-corruption
Privacy	Collecting, analyzing, using, storing, transferring, and sharing information in ways that uphold the right to privacy and personal data protection. Complying with evolving privacy laws and standards.	Customer Privacy	HP operations (employees) Products and solutions (customers and partners)	Privacy
Public policy engagement	Responsibly and proactively engaging with governments regarding regulatory ESG risks and opportunities, as well as transparency in public policy positions and participation.	Public Policy	HP operations	Public policy
Transparency and reporting	Communicating transparently with our stakeholders about our products, business practices, and progress on our sustainability goals, metrics, and targets.	Overall report	Supply chain HP operations Products and solutions	Sustainability Bond progress statement United Nations Global Compact index United Nations Sustainable Development Goals index Sustainability Accounting Standards Board index Task Force on Climate-Related Financial Disclosures index WEF IBC Stakeholder Capitalism Metrics index GR index

Sustainability Bond progress statement

Management assertion

On June 16, 2021, HP Inc. issued its inaugural Sustainability Bond for US$1 billion, with a 2.65% interest rate and a June 17, 2031, maturity date. After deducting the underwriting discounts and offering expenses, the net proceeds have been allocated to eligible Green Projects and Social Projects expected to have positive environmental and social impacts as outlined in the HP Inc. Sustainable Bond Framework. The Framework aligns with the four core components of the Green Bond Principles (2018) and the Social Bond Principles (2020).

As of October 31, 2021, in accordance with our Framework, we have allocated the nearly US$1 billion of net proceeds from the Sustainability Bond to eligible projects during the period May 1, 2019–October 31, 2021. No proceeds remain unallocated.

Sustainalytics, a leading provider of second-party opinion services for issuers of sustainability bonds, was engaged to evaluate the projects and assets funded with the proceeds from HP Inc.'s 2021 Sustainability Bond to ensure they met the use of proceeds, eligibility criteria, and reporting commitments outlined in the HP Inc. Sustainable Bond Framework. Sustainalytics' annual review (available on the Sustainalytics website) was issued in June 2022 and found that HP Inc.'s issued bond met the criteria required.

Eligible project categories	Eligible project criteria*	Net bond proceeds allocation (US$ millions)	Impact KPIs associated with the eligible projects
Green buildings	Investment in building offices and facilities that have achieved or are expected to achieve LEED® Gold or above or similar certifications	232	• Two green buildings funded with the proceeds of this offering achieved LEED Gold certification (Gold or above) or BREEAM Excellent
Pollution prevention and control	Recycling and remanufacturing services, including sourcing of recycled plastics and machinery investment to assist in processing of ocean-bound plastics	275	• In 2021, 108,800 tonnes of hardware, 10,300 tonnes of Original HP and Samsung toner cartridges, and 1,500 tonnes of Original HP Ink Cartridges were recycled. • In 2020, 106,500 tonnes of hardware, 10,600 tonnes of Original HP and Samsung toner cartridges, and 1,300 tonnes of Original HP Ink Cartridges were recycled.
Eco-efficient and/or circular economy products, production technologies and processes	R&D for printers and personal systems devices that meet the criteria laid out in the framework, including related to eco labels and the usage of recycled plastic components	466	• 77% of personal systems products shipped in 2021 were EPEAT® registered and 85% were ENERGY STAR® qualified. • 88% of printers shipped in 2021 were EPEAT registered and 94% were ENERGY STAR qualified. • Progress in 2021 toward our goal to eliminate 75% of single-use plastic packaging by 2025, compared to 2018:** achieved a 44% reduction, from an average of 221 grams/unit in 2018 to 124 grams/unit in 2021. • Progress in 2021 toward our goal to use 30% postconsumer recycled content plastic across HP's personal systems and print product portfolio by 2025:*** achieved 13%.
Socioeconomic advancement and empowerment Target population • Girls and women • People with disabilities • Communities of color • Teachers, trainers, and educators	Expenditures toward improving diversity in HP's workforce through the HP Racial Equality and Social Justice Task Force and other initiatives, Digital equity and Social Impact programs aimed at promoting digital equity and inclusion among women and Black/African American and other underrepresented minorities as mentioned in the framework, and skill enhancement programs aimed at empowering workers in the supply chain.	14	• Progress in 2021 toward our goal to double the number of Black/African American executives**** by 2025, from a 2020 baseline: increased by 33%, compared with 2020, about one-third of the way to achieving the goal. • As of the end of 2021, 4.1% of U.S. executives were Black/African American. • Progress in 2021 toward our goal to accelerate digital equity***** for 150 million people by 2030, since the beginning of 2021: Accelerated digital equity for 4.3 million people. • Digital equity programs designed to transform lives and communities through greater access to education and economic opportunity.

* "Eligible project criteria" describes how HP products or services have a positive impact on the environment, as well as how HP invests in R&D, CAPEX, and OPEX aligned to "clean tech" requirements for raters and rankers such as MSCI, Corporate Knights Global 100, etc.

** Calculated as the percentage of primary plastic packaging (by weight) reduced per unit shipped. Excludes secondary and tertiary packaging components. Includes HP personal systems and printer hardware packaging. Does not include packaging for the following: Graphics Solutions hardware other than PageWide XL and DesignJet printers; 3D printing hardware; print supplies; refurbished products; and accessories such as third-party options, drop in box, and aftermarket options.

*** Recycled content plastic (RCP) as a percentage of total plastic used in all HP personal systems, printer hardware, and print cartridges shipped during the reporting year. Total volume excludes brand-licensed products and after-market hardware accessories. Total RCP includes postconsumer recycled plastic, closed-loop plastic, and ocean-bound plastics used in HP products. Personal systems plastic is defined by EPEAT® eco label criteria. Subject to relevant restrictions on the use and distribution of materials destined for recycling and/or recycled feedstocks.

**** As a percentage of U.S. personnel with the title of Executive, formerly called Vice President.

***** Our programs aim to accelerate digital equity through providing access to at least one of the following: hardware, connectivity, content, or digital literacy.

United Nations Global Compact index

HP is a signatory to the United Nations Global Compact (UNGC), a set of voluntary commitments for companies to improve human rights, labor conditions, the environment, and anti-corruption controls. This table links to the sections of this report that address the UNGC'S Ten Principles.

Principle	Location
Human rights	
Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and	Human rights
	Privacy
	Supply chain responsibility
	Our employees
Principle 2: make sure that they are not complicit in human rights abuses.	Human rights
	Supply chain responsibility
	Human Rights Policy
Labor	
Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;	Human rights
	Supply chain responsibility
	Human Rights Policy
Principle 4: the elimination of all forms of forced and compulsory labor;	Human rights
	Supply chain responsibility
	Human Rights Policy
Principle 5: the effective abolition of child labor; and	Human rights
	Supply chain responsibility
	Human Rights Policy
Principle 6: the elimination of discrimination in respect of employment and occupation.	Human rights
	Supply chain responsibility
	Diversity, equity, and inclusion
	Global Non-Discrimination Policy

Principle	Location
Environment	
Principle 7: Businesses should support a precautionary approach to environmental challenges;	Products and solutions
Principle 8: undertake initiatives to promote greater environmental responsibility; and	Footprint
	Supply chain responsibility: Environmental impact
	Our facilities
	Circular and net zero carbon economy
Principle 9: encourage the development and diffusion of environmentally friendly technologies.	Supply chain responsibility: Environmental impact
	Our facilities
	Circular and net zero carbon economy
	Product responsibility
Anti-Corruption	
Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.	Ethics and anti-corruption
	Supply chain responsibility
	Anti-Corruption Policy

"To promote higher standards across the areas of human rights, labor, environment, and anti-corruption, we endorse the United Nations Global Compact as a practical framework for the development, implementation, and disclosure of sustainability policies and practices."

Enrique Lores, president and chief executive officer, HP Inc.

United Nations Sustainable Development Goals index

HP supports the United Nations Sustainable Development Goals (SDGs). We have existing programs that contribute to progress against 16 of the 17 goals, and will continue to drive innovations that help achieve them. This table references sections of this report that relate to each goal.

Goal 1 End poverty in all its forms everywhere

HP's actions Community giving and volunteerism

Goal 2 End hunger, achieve food security and improved nutrition and promote sustainable agriculture

HP's actions No major programs at this time

Goal 3 Ensure healthy lives and promote well-being for all at all ages

HP's actions Supply chain responsibility: Health and safety, Our employees: Health and safety, Wellbeing

Goal 4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

HP's actions Education, Community giving and volunteerism

Goal 5 Achieve gender equality and empower all women and girls

HP's actions Supplier diversity, Diversity, equity, and inclusion

Goal 6 Ensure availability and sustainable management of water and sanitation for all

HP's actions Operations: Water, Supply chain responsibility: Water

Goal 7 Ensure access to affordable, reliable, sustainable and modern energy for all

HP's actions Renewable energy, Supply chain responsibility: Environmental impact

Goal 8 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

HP's actions Supply chain responsibility, Diversity, equity, and inclusion, Community giving and volunteerism

Goal 9 Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

HP's actions Circular and net zero carbon economy, Our facilities

Goal 10 Reduce inequality within and among countries

HP's actions Supplier diversity, Community giving and volunteerism, Education

Goal 11 Make cities and human settlements inclusive, safe, resilient and sustainable

HP's actions Community giving and volunteerism

Goal 12 Ensure sustainable consumption and production patterns

HP's actions Circular and net zero carbon economy

Goal 13 Take urgent action to combat climate change and its impacts

HP's actions Footprint, Supply chain responsibility: Greenhouse gas emissions, Operations: Greenhouse gas emissions

Goal 14 Conserve and sustainably use the oceans, seas and marine resources for sustainable development

HP's actions Tackling ocean plastics

Goal 15 Protect, restore and promote sustainable use of ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

HP's actions Forest positive

Goal 16 Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

HP's actions Ethics and anti-corruption, Human rights, Supply chain responsibility

Goal 17 Strengthen the means of implementation and revitalize the global partnership for sustainable development

HP's actions HP supports the UN SDGs, the UNGC, the Global Reporting Initiative, and other global efforts to advance sustainable development.

Sustainability Accounting Standards Board index

This table contains and refers to information related to the Sustainability Accounting Standards Board (SASB) Hardware Sustainability Accounting Standard.

Topic	Code	Metric	2021 reporting
Product Security	TC-HW-230a.1	Description of approach to identifying and addressing data security risks in products	Cybersecurity Product security and privacy
Employee Diversity and Inclusion	TC-HW-330a.1	Percentage of gender and racial/ethnic group representation for (1) management, (2) technical staff, and (3) all other employees	Diversity, equity, and inclusion Operations: Data
Product Lifecycle Management	TC-HW-410a.1	Percentage of products by revenue that contain IEC 62474 declarable substances	100% of HP products may contain small amounts of some chemicals on the IEC 62474 Declarable Substance List. HP is committed to meeting all legal and regulatory requirements, and has gone beyond these requirements to proactively restrict substances of concern. Any remaining uses of substances of concern in products are for applications that lack viable alternatives. All electronics companies still have products claiming Restriction of Hazardous Substances Directive (RoHS) exemptions or using Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) regulation candidate list substances when there is no viable alternative. For example, 100% of electronics products still contain some amount of lead used in specialized applications that are allowed under RoHS exemptions. See HP's REACH Article 33 Declarations and the Substances and Materials Requirements (HP Standard 011-01) in the HP General Specification for the Environment for more detail.
	TC-HW-410a.2	Percentage of eligible products, by revenue, meeting the requirements for EPEAT® registration or equivalent	77% of models of HP personal systems shipped in 2021 were EPEAT registered. 88% of models of HP printers shipped in 2021 were EPEAT registered.* Product certifications and other information
	TC-HW-410a.3	Percentage of eligible products, by revenue, meeting ENERGY STAR® criteria	85% of models of HP personal systems shipped in 2021 were ENERGY STAR qualified. 94% of models of HP printers shipped in 2021 were ENERGY STAR qualified.* Product certifications and other information
	TC-HW-410a.4	Weight of end-of-life products and e-waste recovered, percentage recycled	During 2021, we recycled 108,800 tonnes of hardware, 10,300 tonnes of Original HP and Samsung Toner Cartridges, and 1,500 tonnes of Original HP Ink Cartridges. Product repair, reuse, and recycling
Supply Chain Management	TC-HW-430a.1	Percentage of Tier 1 supplier facilities audited in the RBA Validated Audit Process (VAP) or equivalent, by (a) all facilities and (b) high-risk facilities	In 2021, we completed 189 audits of production suppliers, product reuse and recycling vendors, and nonproduction suppliers, as well as 24 other assessments of production suppliers. Travel and factory restrictions and office closures related to COVID-19 decreased our ability to conduct these activities. During the year, 88% of production supplier audits were third-party certified, RBA VAP audits. Performance monitoring and evaluation
	TC-HW-430a.2	Tier 1 suppliers' (1) non-conformance rate with the RBA Validated Audit Process (VAP) or equivalent, and (2) associated corrective action rate for (a) priority non-conformances and (b) other non-conformances	Eighty initial audits and full re-audits of production suppliers conducted in 2021 identified 14 immediate priority findings, equivalent to 0.18 per audit on average, and 528 other nonconformances, equivalent to 6.6 per audit on average.** Performance monitoring and evaluation Product repair, reuse, and recycling: Vendor audits
Materials Sourcing	TC-HW-440a.1	Description of the management of risks associated with the use of critical materials	HP does not currently report this information. Responsible minerals sourcing describes our program and performance related to conflict minerals, including tantalum and tungsten, which are defined as critical materials by the U.S. National Research Council.

*EPEAT data for personal systems is for models registered worldwide, and for printers is for models registered in the United States. ENERGY STAR data for personal systems (version 8.0) is worldwide, and for printers (version 3.0) is for products sold in the United States. All data is for models shipped any time during 2021.

**Immediate priority findings (14 in 2021) include child labor, forced labor, severe forms of discrimination, health and safety issues posing immediate danger to life or risk of serious injury, and perceived violation of environmental laws posing serious and immediate harm to the community. Prior to 2020, we reported non-immediate priority nonconformances and major nonconformances together as major nonconformances. Starting in 2020, to more fully align with RBA Protocol 6.0 definitions, HP began distinguishing non-immediate priority nonconformances from major nonconformances and referring to those as "other nonconformances." In 2021, the 528 other nonconformances identified included all non-immediate priority nonconformances (3.6% of the total) and all major nonconformances (96.4% of the total), as defined by the RBA Protocol 6.0 and 7.0.

Task Force on Climate-Related Financial Disclosures index

HP considered recommendations of the Task Force on Climate-Related Financial Disclosures (TCFD) in the development of this report.
This index includes links to information about relevant disclosures.

Topic	Disclosure focus area	Disclosure	Location*
Governance	Disclose the organization's governance around climate-related risks and opportunities.	a) Describe the board's oversight of climate-related risks and opportunities.	Sustainable Impact: Governance CDP C1.1, C1.2
		b) Describe management's role in assessing and managing climate-related risks and opportunities.	CDP C1.2, C1.3a, C2.2
Strategy	Disclose the actual and potential impacts of climate-related risks and opportunities on the organization's businesses, strategy, and financial planning.	a) Describe the climate-related risks and opportunities the organization has identified over the short, medium, and long term.	CDP C2.1, C2.2, C2.3-a, C2.4-a
		b) Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy, and financial planning.	CDP C2.2, C2.3a, C2.4a, C3.1, C3.2a, C3.3, C3.4
		c) Describe the resilience of the organization's strategy, taking into consideration different climate-related scenarios, including a 2°C or lower scenario.	CDP C2.3a, C3.1a, C3.2
Risk management	Disclose how the organization identifies, assesses, and manages climate-related risks.	a) Describe the organization's processes for identifying and assessing climate-related risks.	CDP C2.1, C2.2, C2.3a, C11.3
		b) Describe the organization's processes for managing climate-related risks.	CDP C2.1, C2.2a
		c) Describe how processes for identifying, assessing, and managing climate-related risks are integrated into the organization's overall risk management.	CDP C2.1, C2.2, C3.1
Metrics and targets	Disclose the metrics and targets used to assess and manage relevant climate-related risks and opportunities.	a) Disclose the metrics used by the organization to assess climate-related risks and opportunities in line with its strategy and risk management process.	CDP C1.3a, C2.3a, C2.4a, C4.1, C4.2, C4.5a, C9.1, C11.3
		b) Disclose Scope 1, Scope 2, and, if appropriate, Scope 3 greenhouse gas (GHG) emissions, and the related risks.	Footprint: Carbon and climate impact Supply chain responsibility: Environmental impact CDP C2.3a, C4.1b, C5.1, C6.1-C6.3, C6.5, C6.10, C7.1-7.1a
		c) Describe the targets used by the organization to manage climate-related risks and opportunities and performance against targets.	CDP C1.3a, C4.1, C4.2

* CDP disclosures refer to HP's 2021 CDP Climate Change questionnaire responses.

World Economic Forum International Business Council Stakeholder Capitalism Metrics index

In the development of this report, HP considered the core metrics and disclosures published in the World Economic Forum International Business Council (WEF IBC) white paper, Measuring Stakeholder Capitalism: Towards Common Metrics and Consistent Reporting of Sustainable Value Creation. This index includes links to information about relevant disclosures.

Pillar	Theme	Sub-theme	Location
Principles of Governance	Governing purpose	Setting purpose	11, Nominating, Governance and Social Responsibility Committee charter
	Quality of governing body	Governance body composition	11, Governance, HP Board of Directors, HP 2022 Proxy Statement
	Stakeholder Engagement	Material issues impacting stakeholders	12
	Ethical behavior	Anti-corruption	22, Anti-Corruption Policy
		Protected ethics advice and reporting mechanisms	21
	Risk and opportunity oversight	Integrating risk and opportunity into business process	5, 14, 20, 28, 45, 66, HP 2021 10-K
Planet	Climate change	Greenhouse gas emissions	15, 36, 82, 104
		TCFD implementation	104
	Freshwater availability	Water consumption and withdrawal in water-stressed areas	38, HP CDP Water Security response
People	Dignity and equality	Diversity and inclusion (%)	46, HP 2021 EEO-1 Report
		Pay equality (%)	51
		Risk for incidents of child, forced, or compulsory labor	31, 42, 110
	Health and wellbeing	Health and safety (%)	51, 53, 109
	Skills for the future	Training provided (#, $)	50
Prosperity	Employment and wealth generation	Economic contribution	4, 58, HP 2021 10-K (pages 39, 55, 83–87, 88–91)
		Financial investment contribution	HP 2021 10-K (pages 29, 57–59, 86–90)
	Innovation of better products and services	Total R&D expenses ($)	HP 2021 10-K (page 39)
	Community and social vitality	Total tax paid	HP 2021 10-K (pages 40, 83–87)

GRI index

HP considered the GRI (Global Reporting Initiative) 2016 Sustainability Reporting Standards (unless noted to be 2018 Standards) in the development of this report. This index includes links to information about relevant Disclosures.

Disclosure	Location
GRI 102: General Disclosures	
Organizational profile	
102-1 Name of the organization	4
102-2 Activities, brands, products, and services	4, HP 2021 10-K
102-3 Location of headquarters	4
102-4 Location of operations	HP 2021 10-K, HP Supplier List
102-5 Ownership and legal form	4, HP 2021 10-K
102-6 Markets served	HP 2021 10-K
102-7 Scale of the organization	4, 53, HP 2021 10-K (pages 9, 57)
102-8 Information on employees and other workers	46 A portion of the organization's work is performed by individuals other than HP employees or other workers supervised by HP, including workers employed or supervised by contractors.
102-9 Supply chain	28
102-10 Significant changes to the organization and its supply chain	HP 2021 10-K
102-11 Precautionary Principle or approach	75
102-12 External initiatives	27, 30, 49, 102
102-13 Membership of associations	Affiliations and memberships
Strategy	
102-14 Statement from senior decision-maker	3
102-15 Key impacts, risks, and opportunities	4, 5, HP 2021 10-K
Ethics and integrity	
102-16 Values, principles, standards, and norms of behavior	94

Disclosure	Location
102-17 Mechanisms for advice and concerns about ethics	21
Governance	
102-18 Governance structure	11, Governance
102-19 Delegating authority	11
102-20 Executive-level responsibility for economic, environmental, and social topics	11
102-22 Composition of the highest governance body and its committees	Governance
102-23 Chair of the highest governance body	Governance
102-24 Nominating and selecting the highest governance body	Corporate Governance Guidelines
102-25 Conflicts of interest	Corporate Governance Guidelines
102-26 Role of highest governance body in setting purpose, values, and strategy	11, Nominating, Governance and Social Responsibility Committee Charter
102-31 Review of economic, environmental, and social topics	11
102-33 Communicating critical concerns	Contacting the Board
102-35 Remuneration policies	HP 2022 Proxy Statement
102-36 Process for determining remuneration	HP 2022 Proxy Statement
Stakeholder engagement	
102-40 List of stakeholder groups	11
102-41 Collective bargaining agreements	Approximately 20,500 employees are represented by an independent trade union, works council, or other employee representative group, or covered by collective bargaining agreements.
102-42 Identifying and selecting stakeholders	11

Disclosure	Location
102-43 Approach to stakeholder engagement	11
	Some forms of stakeholder engagement follow a set frequency, such as our annual employee Voice Insight Action survey, yearly responses to rating/ranking questionnaires, and supplier audits. Other forms of engagement, such as responses to customer requests for information about our Sustainable Impact performance, collaboration with NGOs and industry peers on specific issues, and discussion with policymakers, occur on an ad hoc basis. Examples are included throughout this report. We consider input from customers, NGOs, employees, investors, and others in the preparation of our annual Sustainable Impact Report.
102-44 Key topics and concerns raised	11
	Our ESG materiality assessment reflects the key topics and concerns that have been raised through stakeholder engagement and various analyses. This report describes how HP addresses those issues, including in some cases through engagement with the relevant stakeholder groups.
Reporting practice	
102-45 Entities included in the consolidated financial statements	HP 2021 10-K
102-46 Defining report content and topic Boundaries	12, 98
	HP determined the boundary for each material issue in this report based on input and review from executives and content experts. These assessments considered the value chain phases in which the most relevant impacts and opportunities occur.
102-47 List of material topics	98
102-48 Restatements of information	Noted in sections as appropriate.
102-49 Changes in reporting	This 2021 HP Sustainable Impact Report includes in-depth information on our approach and performance across the broad range of environmental, social, and governance issues. The standalone Executive Summary provides a high-level overview of our Sustainable Impact strategy, progress, and vision for the future.
102-50 Reporting period	92
102-51 Date of most recent report	June 2021
102-52 Reporting cycle	Annual
102-53 Contact point for questions regarding the report	Feedback
102-54 Claims of reporting in accordance with the GRI Standards	This report has been prepared in accordance with the GRI Standards: Core option.
102-55 GRI content index	106

Disclosure	Location
102-56 External assurance	95
Material Topics	
GRI 200 Economic Standards Series	
GRI 201: Economic Performance*	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	HP 2021 10-K
103-2 The management approach and its components	HP Fiscal 2022 Financial Outlook, HP 2021 10-K
103-3 Evaluation of the management approach	HP 2021 10-K
201-1 Direct economic value generated and distributed	4, HP 2021 10-K
201-2 Financial implications and other risks and opportunities due to climate change	104, HP 2021 10-K
GRI 203: Indirect Economic Impacts	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	34, 58
103-3 Evaluation of the management approach	34, 58
203-2 Significant indirect economic impacts	34, 58
GRI 205: Anti-corruption	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	21, 98
103-2 The management approach and its components	21
103-3 Evaluation of the management approach	21, Anti-Corruption Policy
205-1 Operations assessed for risks related to corruption	22 Results of HP's internal assessments of corruption-related risks are confidential.
205-2 Communication and training about anti-corruption policies and procedures	23
GRI 300 Environmental Standards Series	
GRI 301: Materials	
GRI 103: Management Approach	

* Although this GRI Standards topic was not determined to be material in HP's ESG materiality assessment, we recognize that it is relevant to some stakeholders, and we provide information about HP's programs and performance in this area.

Disclosure	Location
103-1 Explanation of the material topic and its Boundary	75, 98
103-2 The management approach and its components	75
103-3 Evaluation of the management approach	75, HP 2021 10-K
301-1 Materials used by weight or volume	90
301-2 Recycled input materials used	90
301-3 Reclaimed products and their packaging materials	72, 89
GRI 302: Energy	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	36, 74, 98
103-2 The management approach and its components	53, 74
103-3 Evaluation of the management approach	53, 54, 95
302-1 Energy consumption within the organization	64
302-3 Energy intensity	64
302-4 Reduction of energy consumption	54
302-5 Reductions in energy requirements of products and services	74
GRI 303: Water and Effluents*	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	38, 56, 98
103-2 The management approach and its components	53, 38, HP Water accounting manual
103-3 Evaluation of the management approach	95
303-1 Interactions with water as a shared resource	16, 38, 64
303-2 Management of water discharge-related impacts	64, CDP Water security 2021: W1.2b
303-3 Water withdrawal	64
303-4 Water discharge	CDP Water security 2021: W1.2b
303-5 Water consumption	CDP Water security 2021: W1.2b
GRI 305: Emissions	
GRI 103: Management Approach	

Disclosure	Location
103-1 Explanation of the material topic and its Boundary	36, 54, 74, 98
103-2 The management approach and its components	36, 53, 74, HP Carbon accounting manual
103-3 Evaluation of the management approach	95
305-1 Direct (Scope 1) GHG emissions	17
305-2 Energy indirect (Scope 2) GHG emissions	17
305-3 Other indirect (Scope 3) GHG emissions	18
305-4 GHG emissions intensity	17
305-5 Reduction of GHG emissions	54, 36
305-6 Emissions of ozone-depleting substances (ODS)	65
GRI 306: Waste*	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	38, 57, 72, 98
103-2 The management approach and its components	38, 57, 72, Export of Electronic Waste to Developing Countries Policy
103-3 Evaluation of the management approach	HP 2021 10-K
306-1 Waste generation and significant waste-related impacts	72, 80, 70, 57
306-2 Management of significant waste-related impacts	38, 57, 67
306-3 Waste generated	57
306-4 Waste diverted from disposal	57, 73
306-5 Waste directed to disposal	57, 73
GRI 308: Supplier Environmental Assessment	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	44, 98
103-2 The management approach and its components	44, Supply chain responsibility: Our approach, HP Supplier Code of Conduct

* Although this GRI Standards topic was not determined to be material in HP's ESG materiality assessment, we recognize that it is relevant to some stakeholders, and we provide information about HP's programs and performance in this area.

* Although this GRI Standards topic was not determined to be material in HP's ESG materiality assessment, we recognize that it is relevant to some stakeholders, and we provide information about HP's programs and performance in this area.

Disclosure	Location
103-3 Evaluation of the management approach	We determined that 95% of HP first-tier production suppliers, by spend, had environmental management system (EMS) certification (e.g., ISO 14001) for manufacturing sites during 2021. Data represents review of 96% of HP production spend. The HP Supplier Code of Conduct requires our suppliers to have an effective EMS for manufacturing sites, regardless of third-party certification. We audit suppliers to this standard. HP 2021 10-K
308-1 New suppliers that were screened using environmental criteria	95% of HP production suppliers, by spend, have been screened using environmental criteria. This includes new suppliers that were onboarded during 2021.
GRI 400 Social Standards Series	
GRI 401: Employment	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	51, 98
103-2 The management approach and its components	51
103-3 Evaluation of the management approach	21
401-1 New employee hires and employee turnover	62
401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	51 This is not practical to report by significant locations of operations, given variation by country.
GRI 402: Labor/Management Relations	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	49
103-3 Evaluation of the management approach	49
402-1 Minimum notice periods regarding operational changes	HP does not currently disclose this information.
GRI 403: Occupational Health and Safety 2018	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	31, 51, 53, 98
103-2 The management approach and its components	51, HP Environmental, Health and Safety Policy
103-3 Evaluation of the management approach	53
403-1 Occupational health and safety management system	53

Disclosure	Location
403-2 Hazard identification, risk assessment, and incident investigation	53
403-3 Occupational health services	53, 51
403-4 Worker participation, consultation, and communication on occupational health and safety	53, 51
403-5 Worker training on occupational health and safety	53
403-6 Promotion of worker health	53, 51
403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	53
403-9 Work-related injuries	63 The types of injury HP recorded in calendar year 2021 included head/neck (17% of the total), hands/wrists (17%), lower extremities (17%), arms/shoulders (8%), back (13%), and other (29%). Some injuries are classified using multiple injury types. It is not practical to break down the injury data that HP reports by employment contract (employees and contractors that HP manages) or by gender. Despite a comprehensive COVID-19 response plan, HP did experience several presumptive work-related COVID-19 exposures, which accounted for about 20% of all recordable incidents that we recorded as occupational illnesses. HP experienced zero fatalities for the years reported (calendar years 2019–2021). HP does not report absentee rate.
GRI 404: Training and Education	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	49 Each year, HP leaders identify human capital development priorities to help advance our business and human resource strategies. This involves analyzing the capabilities and skills we need to deliver on culture and talent development, business transformation, leadership agility, employee engagement, and innovation. This needs assessment is informed by data sources such as our employee engagement survey, succession planning, and business performance metrics. Employees also work with their managers to create annual personal development goals that build on their strengths, improve performance, and progress their careers. We track and measure employee development at program and audience levels, with clear targets for both. We systematically evaluate all formal development programs through our learning management system, measuring improvements in employee performance and business impact.
103-3 Evaluation of the management approach	49
404-1 Average hours of training per year per employee	49
404-2 Programs for upgrading employee skills and transition assistance programs	50

Disclosure	Location
GRI 405: Diversity and Equal Opportunity	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	46, 98
103-2 The management approach and its components	46
103-3 Evaluation of the management approach	46, HP 2021 10-K
405-1 Diversity of governance bodies and employees	46, 61, HP Board of Directors, HP 2022 Proxy Statement
GRI 406: Non-discrimination	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	40, Supply chain responsibility: Our approach, HP 2020 Human Rights Update
103-3 Evaluation of the management approach	24, HP 2021 10-K
406-1 Incidents of discrimination and corrective actions taken	42 HP discloses the rates of conformance in production supplier sites audited, as well as the data needed to calculate the approximate number of nonconformances. Due to confidentiality, HP does not report details regarding specific incidents of discrimination during the reporting period.
GRI 407: Freedom of Association and Collective Bargaining	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	29, Supply chain responsibility: Our approach
103-3 Evaluation of the management approach	42
407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	42 HP discloses the rates of conformance in production supplier sites audited, as well as the data needed to calculate the approximate number of nonconformances. We require suppliers to train workers to understand their rights concerning collective bargaining, and to allow workers to associate freely without fear of discrimination, reprisal, intimidation, or harassment.
GRI 408: Child Labor	
GRI 103: Management Approach	

Disclosure	Location
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	31, Supply chain responsibility: Our approach, HP Human Rights Policy, HP 2020 Human Rights Update, HP Modern Slavery Act Transparency Statement
103-3 Evaluation of the management approach	40, 24
408-1 Operations and suppliers at significant risk for incidents of child labor	42 HP discloses the rates of conformance in production supplier sites audited, as well as the data needed to calculate the approximate number of nonconformances. To support rights in this area, HP has controls to meet student and young worker requirements. In China, no more than 20% of the direct labor supporting the manufacturing of HP products, packaging, parts, components, subassemblies, and materials at any given facility should consist of student workers at any point in time. We track performance in this area through our KPI program and student worker assessments.
GRI 409: Forced or Compulsory Labor	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	31, 98
103-2 The management approach and its components	31, 23, Supply chain responsibility: Our approach, HP Human Rights Policy, HP 2020 Human Rights Update, HP Modern Slavery Act Transparency Statement
103-3 Evaluation of the management approach	24, 40
409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor	31, 42 HP discloses the rates of conformance in production supplier sites audited, as well as the data needed to calculate the approximate number of nonconformances. See Combating modern slavery for more detail about our approach in this area.
GRI 412: Human Rights Assessment	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	23, 98
103-2 The management approach and its components	24, HP Human Rights Policy, HP 2020 Human Rights Update
103-3 Evaluation of the management approach	40, 24, HP 2020 Human Rights Update
412-1 Operations that have been subject to human rights reviews or impact assessments	40

Disclosure	Location
412-2 Employee training on human rights policies or procedures	24
412-3 Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	31
GRI 413: Local Communities*	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	6, 98
103-2 The management approach and its components	6, 38, 58, HP Global Charitable Contributions Policy
103-3 Evaluation of the management approach	58, HP 2022 Proxy Statement
413-1 Operations with local community engagement, impact assessments, and development programs	6, 38, 58
GRI 414: Supplier Social Assessment	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	29, 98
103-2 The management approach and its components	29, 39, Supply chain responsibility: Our approach
103-3 Evaluation of the management approach	40, 39
414-1 New suppliers that were screened using social criteria	95% of HP production suppliers, by spend, have been screened using social criteria. This includes new suppliers that were onboarded during 2021.
GRI 415: Public Policy	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	27, 98
103-2 The management approach and its components	27, HP Political Contributions Policy
103-3 Evaluation of the management approach	27, HP Corporate Political Contributions, HP Employee PAC Contributions, U.S. lobbying expenditures
415-1 Political contributions	27, HP Political Contributions Policy, HP Employee PAC Contributions, U.S. Lobbying Expenditures

Disclosure	Location
GRI 416: Customer Health and Safety	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	82, 98
103-2 The management approach and its components	82
103-3 Evaluation of the management approach	82
416-1 Assessment of the health and safety impacts of product and service categories	82
GRI 418: Customer Privacy	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	25, 83, 98
103-2 The management approach and its components	25, 83, Privacy, HP Privacy Statement
103-3 Evaluation of the management approach	25
418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	26
Other material issues^	
Corporate governance	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	98
103-2 The management approach and its components	23, 21, Governance, HP 2022 Proxy Statement
103-3 Evaluation of the management approach	Governance, HP 2022 Proxy Statement
Data and product security	
GRI 103: Management Approach	
103-1 Explanation of the material topic and its Boundary	83, 98
103-2 The management approach and its components	83
103-3 Evaluation of the management approach	83

* Although this GRI Standards topic was not determined to be material in HP's ESG materiality assessment, we recognize that it is relevant to some stakeholders, and we provide information about HP's programs and performance in this area.

^ This includes issues determined to meet the ESG materiality threshold for this report that are not already addressed by the GRI Standards topics in the index above.

Endnotes

Additional information about the data presented in this report is available upon request.

About HP

1   As of October 31, 2021.

2   Ibid.

Sustainable Impact

Sustainable Impact strategy

1   In 2021, we tracked over US$3.5 billion in new sales (total contract value) in which sustainability criteria were a known consideration and were supported actively by HP's Sustainability and Compliance organization and Commercial organization.

2   HP estimates supplier GHG emissions avoided based on supplier-reported energy savings from specific energy-efficiency projects (compared to projected energy use without those projects) and supplier use of zero-emissions energy. This energy data is converted into GHG emissions avoided using emission factors for electricity and fuel types. This data also includes estimates of product transportation-related GHG emissions avoided, related to specific initiatives to improve product transportation efficiency.

3   All HP brand paper is derived from certified sources; paper-based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

4   Absolute reduction of Scope 1, 2, and 3 GHG emissions compared to 2019. Excludes non-HP paper consumed during product use.

5   Moving forward, this will be replaced by a new goal, which has been submitted to and is awaiting validation by SBTi. This will support our broader goal to achieve carbon-neutral HP operations by 2025.

6   Product-use GHG emissions intensity describes the performance of our portfolio, taking into account changes to product mix and business growth. HP product-use GHG emissions intensity measures per-unit GHG emissions during anticipated product lifetime use. These values are then weighted by contribution of personal systems and printing products to overall revenue in the current year. These emissions represent more than 99% of HP product units shipped each year, including notebooks, tablets, desktops, mobile computing devices, workstations, and displays; HP InkJet, LaserJet, DesignJet, Indigo, Scitex, and Jet Fusion 3D printers; and scanners. Although HP updated its carbon footprint calculation methodology in 2021 (see the methodological updates box on page 15), we continue to calculate this metric using the original methodology, for comparability with past years.

7   Percentage of HP's total annual product and packaging content, by weight, that will come from recycled and renewable materials and reused products and parts by 2030.

8   Percentage of HP's total annual product and packaging content, by weight, that comes from recycled and renewable materials and reused products and parts. 2021 data does not include the following products or packaging for these products: PageWide Industrial and 3D printing products; or personal systems accessories and print accessories sold separately.

9   Recycled content plastic (RCP) as a percentage of total plastic used in all HP personal systems, printer hardware, and print cartridges shipped during the reporting year. Total volume excludes brand-licensed products and after-market hardware accessories. Total RCP includes postconsumer recycled plastic, closed-loop plastic, and ocean-bound plastics used in HP products. Personal systems plastic is defined by EPEAT® eco label criteria. Subject to relevant restrictions on the use and distribution of materials destined for recycling and/or recycled feedstocks.

10   Calculated as the percentage of primary plastic packaging (by weight) reduced per unit shipped. Excludes secondary and tertiary packaging components. Includes HP personal systems and printer hardware packaging. Does not include packaging for the following: Graphics Solutions hardware other than PageWide XL and DesignJet printers; 3D printing hardware; print supplies; refurbished products; and accessories such as third-party options, drop in box, and aftermarket options.

11   Zero-waste operations: eliminate nonhazardous waste to landfill in all HP direct operations by 2025. Includes all HP-owned and -managed sites worldwide. Zero waste is defined by the UL or TRUE certification standards.

12   Fiber by weight will be 1) certified to rigorous third-party standards, 2) recycled, or 3) balanced by forest restoration, protection, and other initiatives through HP's Forest Positive Framework.

13   HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays are derived from certified and recycled sources, with a preference for Forest Stewardship Council® (FSC®) certification. Packaging is the box that comes with the product and all paper-based materials inside the box.

14   We calculate the annual tonnage for paper used in our products and print services that will be addressed through projects with civil society forestry organizations to counteract possible deforestation by taking the estimated annual total tonnage of paper consumed in the use of our printing products and print services minus the weight of such paper that we mitigate internally, through our responsible sourcing programs. Non-HP paper represented 96% of our total fiber footprint during 2021. See HP Forest positive accounting manual.

15   All HP brand paper is derived from certified sources; paper-based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

16   This data does not include participation in RBA audits. Participation in our supply chain sustainability programs is quantified by those programs that go beyond audits to build supplier capabilities to meet our standards. This includes deep-dive assessment, weekly reporting of labor metrics, procurement engagement through our supplier Sustainability Scorecard, and in-depth coaching and workshops tailored to supplier risks.

17   This replaces and expands on our prior goal to develop skills and improve the wellbeing of 500,000 factory workers by 2025, since the beginning of 2015. Progress through 2021 against that goal includes a total of 349,000 factory workers: 77,800 factory workers in 2015; 45,700 in 2016; 119,900 in 2017; 12,000 in 2018; 11,000 in 2019; 46,000 in 2020; and 37,000 in 2021. Prior to 2020, data included production supplier workers only. In 2020, we expanded the scope of our program to also include nonproduction supplier workers and workers at HP-controlled manufacturing facilities. Total does not equal sum of data for each year due to rounding.

18   Labor-related human rights are defined as modern slavery, working hours, pay, and safety. Assure based on key performance metrics based on evidence and analysis of published disclosures, mandated data submittals, certifications, audits, etc.

[19] "Leadership" is defined as director level and up at HP.

[20] As a percentage of U.S. personnel with the title of Executive, formerly called Vice President.

[21] Annually, HP employees fill out a survey called Voice Insight Action (VIA) to help us understand overall employee engagement including their sense of belonging in the company.

[22] Excludes new hires joining HP after February 1, 2021 (although all new hires are given 30 days to complete Integrity at HP New Hire training as part of their mandatory onboarding process).

[23] Our programs aim to accelerate digital equity through providing access to at least one of the following: hardware, connectivity, content, or digital literacy.

[24] We enable better learning outcomes by supporting education through provision of learning and digital literacy programs and solutions.

[25] Includes valuation of employee volunteer hours, employee donations, HP Foundation match, and HP Foundation grants.

ESG materiality

[1] This ESG materiality assessment followed the "double materiality" principle, which considers both how topics impact a company and how the company impacts the environmental, social, and economic aspects of those topics.

Footprint

[1] Carbon and water footprint data presented in this section related to our production suppliers (except for HP brand paper) is calculated using product life cycle assessment-based estimates for materials extraction through manufacturing and product transportation. Production supplier GHG emissions and water withdrawal data presented on page 44 is based on a different methodology. See Methodological updates on page 15 for detail about nonproduction suppliers.

Carbon and climate impact

[1] Absolute reduction of Scope 1, 2, and 3 GHG emissions compared to 2019. Excludes non-HP paper consumed during product use.

Water

[1] Methodological updates to improve the accuracy of our carbon footprint calculations also impacted calculations in the following water footprint categories: water consumption in HP supply chain—direct use in operations, water consumption in HP supply chain associated with the generation of electricity, and water consumption associated with the generation of electricity used by HP products. Please see Methodological updates on page 15 for more detail.

Integrity and human rights

Ethics and anti-corruption

[1] Excludes new hires joining HP after February 1, 2021 (although all new hires are given 30 days to complete Integrity at HP New Hire training as part of their mandatory onboarding process).

Human rights

[1] Excludes new hires joining HP after February 1, 2021 (although all new hires are given 30 days to complete Integrity at HP New Hire training as part of their mandatory onboarding process).

Privacy

[1] HP's ISO 27001 certifications in 2021 include: DaaS Remote Monitoring & Management Services and within DaaS Proactive Management with TechPulse; Managed Print Services Remote Monitoring and Management Services; HP UK Development Limited; Indigo Presses, Servers, and Software Solutions; PSGO Image Load Services; PSGO Dynamic Configuration Service; HP Inc. UK Limited; Customer Service Life Cycle Solutions (Bentonville, AR); Customer Support Break/Fix (APJ); Customer Support Break/Fix (EMEA); HP India Sales Pvt. Ltd.

[2] A cybersecurity event requires external disclosure if compelled by applicable laws or regulations.

Supply chain responsibility

Approach

[1] HP uses the terms "production suppliers," "product transportation suppliers," and "nonproduction suppliers" throughout this report. "Production suppliers" provide materials and components for our product manufacturing and also assemble HP products, and are the primary focus of our HP Supplier Code of Conduct audits, assessments, KPI program, Sustainability Scorecard, and capability-building initiatives. "Product transportation suppliers" provide services for the shipping and delivery of HP products. Learn more in Supply chain responsibility: Environmental impact. "Nonproduction suppliers" provide goods and services that do not go into the production of HP products (such as staffing, telecommunications, and travel). These suppliers are a significant focus of our supplier diversity efforts.

[2] Retained, existing, and new sales are tracked through internal HP processes that identify customer requests related to sustainability and supply chain responsibility. Sales values take into account total contract values.

[3] This data does not include participation in RBA audits. Participation in our supply chain sustainability programs is quantified by those programs that go beyond audits to build supplier capabilities to meet our standards. This includes deep-dive assessment, weekly reporting of labor metrics, procurement engagement through our supplier Sustainability Scorecard, and in-depth coaching and workshops tailored to supplier risks.

[4] This replaces and expands on our prior goal to develop skills and improve the wellbeing of 500,000 factory workers by 2025, since the beginning of 2015. Progress through 2021 against that goal includes a total of 349,000 factory workers: 77,800 factory workers in 2015; 45,700 in 2016; 119,900 in 2017; 12,000 in 2018; 11,000 in 2019; 46,000 in 2020; and 37,000 in 2021. Prior to 2020, data included production supplier workers only. In 2020, we expanded the scope of our program to also include nonproduction supplier workers and workers at HP-controlled manufacturing facilities. Total does not equal sum of data for each year due to rounding.

[5] Labor-related human rights are defined as modern slavery, working hours, pay, and safety. Assure based on key performance metrics based on evidence and analysis of published disclosures, mandated data submittals, certifications, audits, etc.

Human rights

[1] The term "forced labor" refers to situations in which people are coerced to work against their will, either overtly through violence or intimidation, or by more subtle means such as accumulated debt, retention of identity papers, and threats of denunciation. HP forbids any forced, bonded, or indentured labor, involuntary prison labor, slavery, or trafficking of persons within its supply chain.

[2] We use these terms interchangeably when describing HP's existing programs and policies.

Responsible minerals sourcing

[1] "Conflict minerals" refers to the mineral precursors of the metals tantalum, tin, tungsten, and gold (3TG) as defined in the U.S. Securities and Exchange Commission (SEC) rule requiring a conflict minerals disclosure. Revenue from mining these minerals in the Democratic Republic of the Congo (DRC) and adjoining countries has been widely linked to funding for groups engaged in extreme violence and human rights atrocities.

Supplier diversity

[1] Data is for the 12 months ending September 30 of the year noted. Figures are for purchases in the United States and Puerto Rico from U.S.-based businesses. Suppliers are categorized as minority-owned or women-owned, not both. These categories include all sizes of businesses.

[2] HP's allocatable indirect spend is calculated based on suppliers' spending with diverse suppliers and their dollar volume of HP's business compared to their total revenue.

Environmental impact

[1] Intensity is calculated as the portion of first-tier production and product transportation suppliers' reported GHG emissions attributable to HP, divided by HP's annual revenue. This method normalizes performance based on business productivity. Intensity is reported as a three-year rolling average to decrease the impact of variance year over year and highlight longer-term trends. Production supplier GHG emissions include Scope 1 and Scope 2.

[2] This continues a goal from before the separation of Hewlett-Packard Company on November 1, 2015, extending the goal to 2025. Includes data from suppliers associated with HP Inc. and HP Inc. pre-separation business units.

[3] HP estimates supplier GHG emissions avoided based on supplier-reported energy savings from specific energy-efficiency projects (compared to projected energy use without those projects) and supplier use of zero-emissions energy. This energy data is converted into GHG emissions avoided using emission factors for electricity and fuel types. This data also includes estimates of product transportation-related GHG emissions avoided, related to specific initiatives to improve product transportation efficiency.

[4] Ibid.

[5] These are the total GHG emissions reductions and financial savings reported by suppliers through CDP, not amounts attributable to HP.

[6] Based on HP consumer and commercial PCs and displays shipped in 2021. 100% renewable electricity achieved by purchasing both Renewable Energy Credits (RECs) and International Renewable Energy Credits (I-RECs) as defined by EPEAT®.

[7] Due to COVID-19, in limited cases SmartWay partners were not available during 2021.

Performance monitoring and evaluation

[1] These include child labor, forced labor, severe forms of discrimination, health and safety issues posing immediate danger to life or risk of serious injury, and perceived violation of environmental laws posing serious and immediate harm to the community. We take such findings very seriously and require suppliers to cease all related practices and report corrective actions taken within 30 days of the original audit. Recruitment fees must be reimbursed within 90 days of discovery and are verified by an on-site inspection within 180 days of discovery. We follow up closely to ensure that all required corrective actions are completed, and visit sites to confirm resolution. Immediate priority findings do not necessarily involve termination of the supplier; we work with suppliers as appropriate to improve their performance and worker conditions in these areas.

[2] Immediate priority findings (14 in 2021) include child labor, forced labor, severe forms of discrimination, health and safety issues posing immediate danger to life or risk of serious injury, and perceived violation of environmental laws posing serious and immediate harm to the community. Prior to 2020, we reported non-immediate priority nonconformances and major nonconformances together as major nonconformances. Starting in 2020, to more fully align with RBA Protocol 6.0 definitions, HP began distinguishing non-immediate priority nonconformances from major nonconformances and referring to those as "other nonconformances." In 2021, the 528 other nonconformances identified included all non-immediate priority nonconformances (3.6% of the total) and all major nonconformances (96.4% of the total), as defined by the RBA Protocol 6.0 and 7.0.

Operations

Our employees

[1] As of October 31, 2021.

[2] McKinsey & Company, 2020, "Diversity wins: How inclusion matters", https://www.mckinsey.com/featured-insights/diversity-and-inclusion/diversity-wins-how-inclusion-matters.

[3] "Leadership" is defined as director level and up at HP.

[4] Annually, HP employees fill out a survey called Voice Insight Action (VIA) to help us understand overall employee engagement, including their sense of belonging in the company.

[5] As a percentage of U.S. personnel with the title of Executive, formerly called Vice President.

[6] As of October 31, 2021.

[7] Ibid.

[8] Estimate is based on 1.09 million hours of formal organized learning, 0.55 million hours of self-directed learning, and more than 0.11 million hours of manufacturing and technology training.

[9] In the United States, the minimum amount of vacation time for salaried exempt employees is three weeks per year. Vacation time varies in other locations.

[10] In the United States, salaried exempt employees are eligible for paid sick time to cover occasional illness or until short-term disability is approved. Policies vary in other locations.

[11] During calendar year 2021, HP documented 71 recordable incidents, 35 lost workday cases, and 1,234 lost workdays.

Our facilities

[1] Depending on the project, our sites may achieve certification for LEED Building Design and Construction (LEED BD+C), LEED Interior Design and Construction (LEED ID+C), or LEED Building Operations and Maintenance (LEED O+M). Learn more.

[2] This includes BREEAM International Refurbishment and Fit Out (RFO). Learn more.

[3] About GHG emissions data: This report includes Scope 1, 2, and 3 GHG emissions data from HP's operations, transportation fleet, and employee business travel, calculated according to the Greenhouse Gas Protocol of the World Business Council for Sustainable Development (WBCSD) and World Resources Institute (WRI). See the HP 2021 carbon footprint for more details and an overview of emissions across the value chain.

- Scope 1 emissions include those from the direct use of natural gas, diesel fuel, refrigerants, and PFCs in operations and from fuel used by HP's transportation fleet.
- Scope 2 emissions are primarily from purchased electricity used in HP's operational real estate.
- Scope 3 emissions reported in this section result from employee business travel by commercial airlines and from commuting.

Data in this section for 2019–2021 uses the market-based method. In the data summary, we also include 2019–2021 data using the location-based method. See note * on page 18 for additional detail.

[4] Moving forward, this will be replaced by a new goal, which has been submitted to and is awaiting validation by SBTi. This will support our broader goal to achieve carbon neutral HP operations by 2025.

[5] As applicable, HP uses RECs in Canada and the United States, GOs in most European countries, and I-RECs in most Asian countries and other countries not covered by RECs and GOs.

[6] NEWater (ultra-purified wastewater used in manufacturing operations, landscaping, and plumbing in Singapore) is currently our only reused source.

[7] Beginning in 2019, HP directly tracks nonhazardous waste data for the company's highest energy-consuming sites globally (12,900 tonnes in 2021), which account for 90% of HP's operational waste. These sites provide a representative sample of the main types of facilities in our portfolio from across the regions where we operate.

[8] Zero-waste operations: eliminate nonhazardous waste to landfill in all HP direct operations by 2025. Includes all HP-owned and -managed sites worldwide. Zero waste is defined by the UL or TRUE certification standards.

Community giving and volunteerism

[1] The HP Foundation is a nonprofit, 501(c)(3) organization.

[2] Includes valuation of employee volunteer hours, employee donations, HP Foundation match, and HP Foundation grants.

[3] Hourly rate is based on type of volunteering: US$195/hour for board, service corp, pro bono, and skills based; US$28.54/hour for hands-on and undetermined. Valuation of non-U.S. volunteering hours is adjusted using World Bank data for purchasing power differences across countries.

Products and solutions

Circular and net zero carbon economy

[1] Percentage of HP's total annual product and packaging content, by weight, that will come from recycled and renewable materials and reused products and parts by 2030.

[2] Percentage of HP's total annual product and packaging content, by weight, that comes from recycled and renewable materials and reused products and parts. 2021 data does not include the following products or packaging for these products: PageWide Industrial and 3D printing products; or personal systems accessories and print accessories sold separately.

[3] Recycled content plastic in HP products is certified postconsumer. Although there is recycled content in some plastic packaging, in 2021 that amount is not included in this data because we are working to improve the data-collection process.

[4] We conduct product carbon footprints (PCFs), a subset of life cycle assessment, of business HP desktops, notebooks, tablets, workstations, thin clients, All-in-One computers, and displays to better understand performance of individual products and our overall portfolio. These estimate total GHG emissions associated with a product over its lifetime and include emissions from materials extraction, manufacturing, distribution, use, and end-of-life management. To assess and report our complete personal systems product carbon footprint, we extrapolate these results to cover 99% of overall personal systems product sales (by unit and by revenue) during the reporting year.

[5] In 2021, HP tracked approximately US$7 billion in new sales associated with deals in which it met customer requirements for registered product eco labels, including ENERGY STAR®, EPEAT®, and Blue Angel.

[6] As of November 2021.

[7] As of October 31, 2021.

[8] Or as otherwise required by law.

[9] As of May 2022, this program is only available in France.

[10] 2021 Four Elements Consulting LCA study, commissioned by HP, provides a comparative environmental assessment of an Original HP Toner Cartridge (CF226A) with an HP EvoCycle Cartridge (CF226XR) utilising the most current data on production practices,

recycling, product quality, and usage trends (see hp.com/go/EvoCycle-HP-2021). The LCA leverages a 2021 SpencerLab Reliability study, commissioned by HP, comparing Original HP CF226X Toner Cartridges with HP EvoCycle CF226XR Toner Cartridges. For details, see www.spencerlab.com/reports/HP-EvoCycle2021.pdf. The LCA concludes that the HP EvoCycle has a 37% lower carbon footprint than the HP CF226A in the production phase and a 1.8% lower carbon footprint when looking at the entire life cycle of the cartridge.

[11] Weight percentage where toner and components considered by HP to be critical to print quality (cleaning blade, imaging drum, developer blade, developing roller, and charge roller) are excluded: 36% reused, 40% recycled. Total 76% reused/recycled. Absolute weight percentage excluding toner: 21% reused; 24% recycled. Total 45% reused/recycled.

[12] See endnote 10 above.

[13] Moderately water-resistant with Original HP Bright Office Inks. Performance varies based on printer and print profile. Water resistance testing by HP Image Permanence Lab on a range of HP media, following ISO 18935 method. For more information, see HPLFMedia.com/printpermanence.

[14] HP and non-HP personal systems devices.

[15] Natural Capital Partners, The CarbonNeutral Protocol, 2020 edition, https://www.carbonneutral.com/thecarbonneutral-protocol.

[16] Based on results of third-party (WSP) research for HP of OEM MPS providers with carbon neutral offers as of June 2020. "Comprehensive" means the planet's only globally certified carbon neutral MPS service that covers life cycle emissions due to raw material extraction; manufacturing; transportation; use of HP printers, Original HP supplies, and paper; and end of service.

[17] Refers to the emissions from the HP branded fleet over the term of the Managed Print Service.

[18] LCAs are verified by an independent third party to conform to ISO 14040 and ISO 14044, and are used by HP to understand the total carbon footprint for HP printing and imaging devices, paper, and supplies. Using this data, along with the information unique to each customer, we calculate the total carbon emissions for a customer's fleet. Data is third-party verified throughout the process and the HP Carbon Neutral Service is certified to the CarbonNeutral Protocol.

[19] Based on plan usage, internet connection to eligible HP printer, valid payment method, email address, and delivery service in your geographic area.

[20] Program availability varies due to local postal or environmental regulations. For details, see www.hp.com/hprecycle.

[21] Based on monthly subscription cost of HP Instant Ink 700-page plan without purchase of additional sets of pages compared to cost per page to print ISO/IEC 24711 pages on most in-class, traditional A4 color inkjet cartridge printers and MFPs priced <$385 AUD, <$420 CAD, <$333 NZD, and <$350 USD using original standard-capacity cartridges. Average CPP per country used to determine percent savings versus CPP for HP Instant Ink. Sale prices not considered for this study. HP Ink Advantage printers and printers which only use XL cartridges excluded due to non-standard hardware & supplies model. Keypoint Intelligence September 2021 study commissioned by HP, based on publicly available information as of August 18, 2021. Printers selected by market share in IDC Quarterly Hardcopy Peripherals Tracker—Final Historical 2021Q2. For details: www.keypointintelligence.com/HPInstantInk.

[22] Based on monthly subscription cost of HP Instant Ink monochrome toner service 1,500-page plan without purchase of additional sets of pages compared to cost per page to print ISO/IEC 24711 pages on most in-class, traditional A4 monochrome toner cartridge printers <$493 USD and <€494 and MFPs priced <$649 USD and <€672 using original standard-capacity integrated cartridges (toner and drum in one cartridge). Average CPP per country used to determine percent savings versus CPP for HP Instant Ink. Sale prices not considered for this study. Printers which only use XL cartridges excluded due to non-standard hardware & supplies model. Keypoint Intelligence September 2021 study commissioned by HP, based on publicly available information as of August 18, 2021. Printers selected by market share in IDC Quarterly Hardcopy Peripherals Tracker—Final Historical 2021Q2. For details: www.keypointintelligence.com/HPInstantInk.

[23] Availability varies due to local postal or environmental regulations. See hp.com/hprecycle. Number of countries is as of October 2021.

24 This is the number of countries or territories where HP offers hardware recycling and/or Original HP Ink Cartridge recycling and/or Original HP and Samsung toner cartridge recycling.

25 These include child labor, forced labor, severe forms of discrimination, health and safety issues posing immediate danger to life or risk of serious injury, and perceived violation of environmental laws posing serious and immediate harm to the community. We take such findings very seriously, and require suppliers to cease all related practices and report corrective actions taken within 30 days of the original audit. Recruitment fees must be reimbursed within 90 days of discovery, and are verified by an on-site inspection within 180 days of discovery. We follow up closely to ensure that all required corrective actions are completed, and visit sites to confirm resolution. Immediate priority findings do not necessarily involve termination of the supplier; we work with suppliers as appropriate to improve their performance and worker conditions in these areas.

26 Product-use GHG emissions intensity describes the performance of our portfolio, taking into account changes to product mix and business growth. HP product-use GHG emissions intensity measures per-unit GHG emissions during anticipated product lifetime use. These values are then weighted by contribution of personal systems and printing products to overall revenue in the current year. These emissions represent more than 99% of HP product units shipped each year, including notebooks, tablets, desktops, mobile computing devices, workstations, and displays; HP inkjet, LaserJet, DesignJet, Indigo, Scitex, and Jet Fusion 3D printers; and scanners. Although HP updated its carbon footprint calculation methodology in 2021 (see the methodological updates box on page 15), we continue to calculate this metric using the original methodology, for comparability with past years.

27 The average energy consumption of HP products was estimated annually between 2019 and 2021 using high-volume product lines representative of the overall shipped product volume. The high-volume personal systems product lines include notebook and desktop computers, tablets, All-in-Ones, workstations, thin clients, and displays.

28 HP calculations based on ENERGY STAR® normalized TEC data comparing the HP LaserJet 200–500 series with predecessor printing systems not using HP EcoSmart.

29 As defined in the Global Reporting Initiative Sustainability Reporting Standards, renewable material is "material derived from plentiful resources that are quickly replenished by ecological cycles or agricultural processes, so that the services provided by these and other linked resources are not endangered and remain available for the next generation." To count as renewable, HP also requires that materials must be sustainably sourced and, where applicable, certified through a credible third-party certification scheme.

30 For 2021, we improved the calculation methodology for this data point to reflect the number of EPEAT®-registered product models for which substance inventory is collected divided by the total number of EPEAT-registered product models. The prior calculation methodology counted each product-country combination for which the substance inventory was collected and for which the product was registered. According to the revised methodology, the 2020 data is 83% (compared to 95% reported previously).

31 2021 data does not include the following products or packaging for these products: PageWide Industrial and 3D Printing products; or personal systems accessories and print accessories sold separately.

32 This is the percentage of product series shipping with product models that have low-halogen printed circuit boards and plastic parts weighing more than 25 grams.

33 For 2021, we improved the calculation methodology for this data point to reflect the number of EPEAT-registered product models for which GreenScreen Benchmark (BM) 2 or 3 plasticizers and flame retardants are used divided by the total number of EPEAT-registered product models. The prior calculation methodology counted each product-country combination for which GreenScreen BM 2 or 3 plasticizers and flame retardants are used. According to the revised methodology, the 2020 data is 34% (compared to 49% reported previously).

34 Individual EPEAT-registered products contain a minimum of 5 grams of recycled content.

35 Recycled content plastic (RCP) as a percentage of total plastic used in all HP personal systems, printer hardware, and print cartridges shipped during the reporting year. Total volume excludes brand-licensed products and after-market hardware accessories. Total RCP includes postconsumer recycled plastic, closed-loop plastic, and ocean-bound plastics used in HP products. Personal systems plastic is

defined by EPEAT® eco label criteria. Subject to relevant restrictions on the use and distribution of materials destined for recycling and/or recycled feedstocks.

36 A, C, and D covers.

37 This means the outer box packaging is made from recycled or certified content.

38 Ibid.

39 HP works collaboratively with our partners including WWF and Arbor Day Foundation to manage, restore, and protect forests in many countries around the world. With HP+, every print—regardless of paper brand—is addressed through HP's Forest Positive Framework to counteract risks of deforestation. HP brand paper is sourced only from certified responsibly managed forests or from recycled content. For other brands of paper, HP invests in forest restoration, protection or management projects in key regions sufficient to balance any paper used by HP+ customers that may not have been responsibly sourced. To learn more visit www.hp.com/forestfirst.

40 Percentage for Original HP Toner Cartridges does not include toner bottles. See hp.com/go/TonerRecycledContent for list. Percentage for Original HP Ink Cartridges does not include ink bottles and other products not listed. See hp.com/go/InkRecycledContent for list.

41 The HP Eco-Carton Ink Cartridge outer carton is 100% recyclable through local cardboard/paper programs. Inner materials including the ink bag are 55% recyclable and may be eligible for return free of charge to the HP Planet Partners program for reprocessing of plastic parts. None of these materials returned to HP Planet Partners will be sent to landfill. For information on take-back of ink bag/printhead/ prints and HP Planet Partners program availability, visit http://www.hp.com/recycle; program may not be available in all jurisdictions.

42 CO_2e reduction based on moving from plastic ink cartridge to cardboard HP Eco-Carton Ink Cartridge, with annual manufacturing savings of 291 tonnes and transport savings of 8 tonnes.

43 As of December 31, 2021. Not all products are available in all countries.

44 Original HP ink integrated printhead cartridges only. UL 2809 Environmental Claim Validation Procedure; see ul.com/news/hp-receives-first-recycled-content-validation-ocean-bound-plastics-ul. An HP-commissioned August 2021 Keypoint Intelligence report verifies HP is the only in-class printer OEM with ink cartridges containing recycled ocean-bound plastic validated by UL 2809. See keypointintelligence.com/HPPlanetPartners.

45 As defined in the Global Reporting Initiative Sustainability Reporting Standards, renewable material is "material derived from plentiful resources that are quickly replenished by ecological cycles or agricultural processes, so that the services provided by these and other linked resources are not endangered and remain available for the next generation."

46 All HP brand paper is derived from certified sources; paper-based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

47 Fiber by weight will be 1) certified to rigorous third-party standards, 2) recycled, or 3) balanced by forest restoration, protection, and other initiatives through HP's Forest Positive Framework.

48 HP analysis of PC laptop keyboards currently in market as of October 2020. Keyboard scissors manufactured from waste bio-feedstock according to the mass balance approach.

49 Keyboard scissors manufactured from waste bio-feedstock according to the mass balance approach.

50 Calculated as the percentage of primary plastic packaging (by weight) reduced per unit shipped. Excludes secondary and tertiary packaging components. Includes HP personal systems and printer hardware packaging. Does not include packaging for the following: Graphics Solutions hardware other than PageWide XL and DesignJet printers; 3D printing hardware; print supplies; refurbished products; and accessories such as third-party options, drop in box, and aftermarket options.

51 HP Forest Positive Framework goes beyond existing HP sustainable fiber sourcing programs. It includes NGO partnerships targeted to conserve forests, improve responsible forest management, and help develop science-based targets for forests. Our vision is that printing with HP will counteract deforestation regardless of what brand of paper customers use. This is applicable to the entire installed base of HP printers.

52 Fiber by weight will be 1) certified to rigorous third-party standards, 2) recycled, or 3) balanced by forest restoration, protection, and other initiatives through HP's Forest Positive Framework.

53 HP brand paper and paper-based packaging for home and office printers and supplies, PCs, and displays are derived from certified and recycled sources, with a preference for FSC certification. Packaging is the box that comes with the product and all paper-based materials inside the box.

54 We calculate the annual tonnage for paper used in our products and print services that will be addressed through projects with civil society forestry organizations to counteract possible deforestation by taking the estimated annual total tonnage of paper consumed in the use of our printing products and print services minus the weight of such paper that we mitigate internally, through our responsible sourcing programs. Non-HP paper represented 96% of our total fiber footprint during 2021. See HP Forest positive accounting manual.

55 All HP brand paper is derived from certified sources; paper-based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for commercial, industrial, and 3D products, scanners, personal systems accessories, and spare parts is not included.

56 By setting preference for FSC-certified paper, HP advocates prevention of deforestation associated with timber harvesting. FSC certification requires that all trees harvested are replaced or allowed to regenerate naturally.

57 Forest First: With HP+, every print—regardless of paper brand—is addressed through HP's Forest Positive Framework to counteract risks of deforestation. HP brand paper is sourced only from certified responsibly managed forests or from recycled content. For other brands of paper, HP invests in restoration, protection, or working forest-recovery projects in key regions, for instance Brazil, sufficient to balance any paper used by HP+ customers that may not have been responsibly sourced. Read more about projects and our partners at hp.com/forestfirst.

58 HP works collaboratively with our partners including WWF and Arbor Day Foundation to manage, restore, and protect forests in many countries around the world. With HP+, every print—regardless of paper brand—is addressed through HP's Forest Positive Framework to counteract risks of deforestation. HP brand paper is sourced only from certified responsibly managed forests or from recycled content. For other brands of paper, HP invests in forest restoration, protection or management projects in key regions sufficient to balance any paper used by HP+ customers that may not have been responsibly sourced. To learn more visit www.hp.com/forestfirst.

Product responsibility

1 An HP printing system consists of an HP printer, paper, and Original HP supply. Blue Angel DE-UZ 219 emissions criteria or earlier versions of criteria applicable when printing system launched.

2 2022 WKI Emissions Testing study, commissioned by HP, in compliance with Blue Angel protocol DE-UZ 219: 22 non-HP (17 imitation and five remanufactured) toner cartridge brands compatible with HP Color LaserJet Enterprise M553X and HP LaserJet M404dn purchased in the North America, Latin America, and Europe, Middle East, and Africa regions. See HP.com/go/IAQnonhpWKI2022.

3 March 2021 WKI Blue Angel Indoor Air Quality study, commissioned by HP, in compliance with DE-UZ 205: 12 imitation and three remanufactured toner cartridge brands compatible with HP LaserJet Pro M402dne and M403d (26A, 28A) purchased in Australia, China, Korea, Malaysia, Singapore, and Thailand. See HP.com/go/IAQnonhpAPJ2021.

4 Printing inks can be considered a toy component. It is the obligation of the toy manufacturer to classify the item (including all components) for sale as a toy. HP 832, 873, 872, 882, and 886 Latex Inks have been tested and demonstrated compliance to the following toy safety methods and protocols: EN 71-3, EN 71-9, ASTM F963-17, US 16 CFR 1303, US 16 CFR 1307, SOR 2011-17, and SOR 2018-83. Testing methods focus on problematic colorants, heavy metals, phthalates, Bisphenol A (BPA), and/or amines (including specific endpoints such as heavy metals and primary aromatic amines (PAA)). HP does not recommend using the inks for toys intended to target children under the age of 3 years.

5 "World's most secure PCs and workstations" is based on HP's unique and comprehensive security capabilities at no additional cost among vendors on HP Elite PCs and HP Workstations with Windows and 8th Gen and higher Intel® processors or AMD Ryzen™ 4000 processors and higher; HP ProDesk 600 G6 with Intel 10th Gen and higher processors; and HP ProBook 600 with AMD Ryzen 4000 or Intel 11th Gen processors and higher.

6 "World's most secure printing" or "most resilient printers" claims include HP's most advanced embedded security features are available on HP Managed and Enterprise devices with HP FutureSmart firmware 4.5 or above. Claim based on HP review of 2021 published features of competitive in-class printers. Only HP offers a combination of security features to automatically detect, stop, and recover from attacks with a self-healing reboot, in alignment with NIST SP 800-193 guidelines for device cyber resiliency. For a list of compatible products, visit: hp.com/go/PrintersThatProtect. For more information, visit: hp.com/go/PrinterSecurityClaims.

Social impact

1 HP defines "accelerating digital equity" as providing access to at least one of the following: hardware, connectivity, content, or digital literacy.

2 Our programs aim to accelerate digital equity through providing access to at least one of the following: hardware, connectivity, content, or digital literacy.

3 We enable better learning outcomes by supporting education through provision of learning and digital literacy programs and solutions.

4 Direct beneficiaries are the number of people who visited a WOW vehicle during the year. This is different from the data reported prior to 2020, which included direct beneficiaries as well as indirect beneficiaries (the total number of people who had access to a WOW vehicle during the year). Only direct beneficiaries are included in progress against our goal to enable better learning outcomes for 100 million people by 2025, since the beginning of 2015.

5 Select household wipes can be safely used to clean HP Elite and Workstation PCs for up to 1,000 wipes: See wipe manufacturer's instructions for disinfecting and the HP cleaning guide for HP Elite-tested wipe solutions at How to Clean Your HP Device with Approved Disinfecting Wipes.

6 See How to Clean Your HP Device with Approved Disinfecting Wipes (2021).

7 HP JetAdvantage Security Manager must be purchased separately. For details, see hp.com/go/securitymanager.

8 According to the World Health Organization (WHO), more than one billion people are estimated to experience disability, a widely-cited statistic based on its findings in the first ever World report on disability in 2011. The WHO has reconfirmed this number repeatedly, including in its Disability and health fact sheet published in 2021.

9 According to the U.S. Centers for Disease Control and Prevention, 61 million adults in the United States live with a disability based on data from its Disability and Health Data System (DHDS) and "Morbidity and Mortality Weekly Report": https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html.

10 Our programs aim to accelerate digital equity through providing access to at least one of the following: hardware, connectivity, content, or digital literacy.

11 In 2021, more than US$7.5 billion in retained, existing, and new sales was tied in some way to HP's accessibility programs.