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WELCOME FROM OUR PRESIDENT & CEO

Beautifully connected work

As I became President and CEO of Poly in September 2020, it was clear that the COVID-19 pandemic had been a critical catalyst to change working habits, and a massive accelerant to the digital transformation already reshaping the working world. As we reflect on the year in which so many lives were lost, and countless more disrupted, it’s clear that we are all changed forever. The workplace has changed also: work is no longer a place, it’s what you do and how you do it.

Poly aims to create equality between those who are in the room and those who aren’t, through technology so good that the barriers between people disappear. Never in our history have we needed that human connection more, both to counteract the effects of the pandemic and to work together to find the solutions to some of our other global challenges, such as climate change and social inequality.

At Poly, we are committed to creating the right kind of long-term impact in the world, not just because it matters to our employees, our customers, and our investors, but because it is part of who we are as a company. We know we are part of a larger global community and make decisions as good stewards of the earth, its resources, and its people. We reinforced that commitment last year with the publication of our first Corporate Social Responsibility (CSR) report. Since then, we have taken another important step—developing our new “Using Our Force for Good” CSR strategy, which focuses on the Environmental, Social and Governance (ESG) issues that will positively impact our stakeholders and wider society, and will drive value for our business.

We’ve taken significant steps in important areas over the last year. I’m particularly pleased that we are able to report our operational emissions (Scopes 1 and 2) for the first time. Other notable achievements include our certification to ISO 27001 for information security, and the rollout of our new Inclusion, Diversity, Education and Awareness (IDEA) strategy.

I’m pleased to be able to share this report on our progress with you. There is much to celebrate and much still to do, as we work to implement our new CSR strategy and further align with recognized global standards such as the Global Reporting Initiative (GRI). I look forward to updating you on our performance.

Dave Shull
President and Chief Executive Officer
ABOUT US

At Poly we’re all about the free thinkers. The can-doers. The boardroom brainstormers. The coffee shop collaborators. We create beautifully designed and engineered audio and video products that let you be seen and heard with incredible clarity. So you can have your best meeting, anywhere, anytime, every time.

Poly even put the first headsets on the moon. Since Neil Armstrong and Buzz Aldrin made that giant leap in 1969, much has changed. But our pioneering spirit hasn’t. We’re still equipping humans to realize their dreams. Exploring the edges of possibility. Whether commanding confidence in that crucial pitch or riding the first passenger voyage on the Virgin Hyperloop.

Our home is San Jose and Santa Cruz, California, but we are global. Poly (Plantronics, Inc.—formerly Plantronics and Polycom) employs over 6,500 people across 75 locations, including over 5,000 employees at our world-class manufacturing, customer care and research facility in Tijuana, Mexico. Ninety percent of Fortune 500 companies rely on our products and services, bringing $2 billion in annual revenue.

The digital transformation is here. Work is no longer a place. It’s what you do. And how you do it. Backed by the best software, analytics, artificial intelligence and insights, Poly products are pro-grade, intuitive, and work seamlessly with all the best video and audio-conferencing services. Whatever your mission, whoever you’re talking to, we make it easy for you to perform at your best.

For more information, please visit our website: www.poly.com
OUR NEW STRATEGY
OUR AIM AS A COMPANY IS TO CREATE EXCITING NEW WAYS TO HEAR, TO SEE, TO WORK, AND TO WORK TOGETHER. WE ARE IN A FANTASTIC POSITION TO PUSH FOR POSITIVE CHANGE THROUGH OUR PRODUCTS, WHICH HAVE NEVER BEEN MORE VALUED OR MORE VITAL THAN THEY ARE RIGHT NOW. AND WE HOLD OURSELVES ACCOUNTABLE FOR DOING THE RIGHT THING, THE RIGHT WAY, EVERY TIME.

2020 was an important year for us as we developed our new CSR strategy: ‘Using Our Force for Good’. This was a rigorous process involving extensive internal and external research; alignment to recognized frameworks and standards; stakeholder engagement; and a full materiality assessment. We now have a clear picture of the environmental, social, and ethical issues we will focus on going forward.

Our new CSR strategy focuses on three key priorities: delivering low carbon solutions, keeping people safe and secure, and being a destination employer. These pillars of our approach are underpinned by strong governance and supported by our deeply ingrained Poly culture, values and behaviors.

**Low Carbon Solutions**
Our goal is to deliver absolute emissions reductions across Poly, our products, and for our customers.

**Safe and Secure for All**
Our goal is to keep people secure, protect privacy, and promote human rights.

**Destination Employer**
Our goal is to build a company that people aspire to work for, and are proud to come from.

Climate change is a global emergency that requires urgent action. We believe in a clean planet and in our ability to wield technology to make it a better place. We are committed to understanding and actively reducing our emissions; building sustainable products; and leveraging our products to support the transition to a low carbon economy.

The safety of our products, and of all the people who make them, is of the utmost importance to us. We build security and privacy into our products and services from the outset and are committed to responsible sourcing so that human rights are protected across our value chain. We work with our supply chain partners to ensure they share this commitment.

Our people are at the heart of our success and we are committed to providing a workplace where talent and innovation thrives. We celebrate our differences, support well-being and development, and provide opportunities to contribute to society. In doing so, we strive to nurture a sense of belonging in a place where we can each bring and appreciate our authentic selves.

Underpinned by our culture, values and behaviors, ethical business practices, and strong CSR governance.
MATERIALITY & STAKEHOLDER ENGAGEMENT
THE MOST IMPORTANT ISSUES FOR OUR BUSINESS

In 2020, we were excited to undertake our first full materiality assessment as Poly (following the merger of Plantronics and Polycom). This has allowed us to understand the relative importance of a range of environmental, social, and governance topics to our business. It has given valuable insights into stakeholder priorities and helped us to identify key risks and opportunities.

During the assessment, we consulted with internal and external stakeholders through extensive interviews and surveys, and used desk-based research to analyze the internal and external factors influencing the CSR agenda.

The results are summarized in the matrix below. Our priorities are listed in the top-right quadrant (Tier 1). These are the most important issues to our stakeholders, with the highest potential to impact us now and in the future. Topics related to climate change and the environment, equality and people, supply chain human rights, and product security, feature prominently.

We have focused our CSR strategy around—and concentrated our reporting on—these Tier 1 topics, but as the matrix shows, there are various other topics we must also effectively pursue, communicate and manage.

<table>
<thead>
<tr>
<th>IMPORTANCE TO STAKEHOLDERS</th>
<th>COMMUNICATE AND ENGAGE AS APPROPRIATE (TIER 2)</th>
<th>STRATEGIC FOCUS (TIER 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leadership diversity and compensation</td>
<td>• Fair labor practices</td>
<td>• Talent recruitment and retention</td>
</tr>
<tr>
<td>• Water in operations</td>
<td>• Digital divide</td>
<td>• Technology and device security</td>
</tr>
<tr>
<td>• Community and economic development</td>
<td>• Waste in operations</td>
<td>• Data security and privacy</td>
</tr>
<tr>
<td>• Waste in supply chain</td>
<td>• Ethical business practices and governance</td>
<td>• Diversity and inclusion</td>
</tr>
<tr>
<td>• Water in supply chain</td>
<td>• GHG emissions in supply chain</td>
<td>• Modern slavery and human trafficking</td>
</tr>
<tr>
<td>• Supplier diversity and inclusiveness</td>
<td>• Sustainable buildings</td>
<td>• Responsible sourcing</td>
</tr>
<tr>
<td>• Philanthropy</td>
<td></td>
<td>• Sustainable product design</td>
</tr>
<tr>
<td>• Biodiversity and ecosystems</td>
<td></td>
<td>• Energy use and GHG emissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employee health, safety and well-being</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANCE TO BUSINESS SUCCESS</th>
<th>MANAGE, COMPLY AND MONITOR (TIER 4)</th>
<th>PURSUE FOR BUSINESS VALUE (TIER 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Intellectual property</td>
<td>• Leadership diversity and compensation</td>
<td>• Supply chain labor conditions</td>
</tr>
<tr>
<td>• Supply chain labor conditions</td>
<td>• Water in operations</td>
<td>• Materials in product/packaging</td>
</tr>
<tr>
<td>• Materials in product/packaging</td>
<td>• Community and economic development</td>
<td>• Voluntary certifications</td>
</tr>
<tr>
<td>• Voluntary certifications</td>
<td>• Waste in supply chain</td>
<td>• Product environmental benefits</td>
</tr>
<tr>
<td>• Product environmental benefits</td>
<td>• Water in supply chain</td>
<td></td>
</tr>
</tbody>
</table>
THE POWER OF STAYING CONNECTED

Great stakeholder relationships are essential to our success. We are mindful that people’s wants and expectations of Poly are evolving, and we need to understand how our business impacts, and is impacted by, those connected with us. By capturing these views, both positive and negative, we can take a broad range of interests into account when making decisions.

We use a variety of channels to engage with our stakeholders, shown below:

<table>
<thead>
<tr>
<th>POLY STAKEHOLDERS</th>
<th>HOW WE ENGAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customers</td>
<td>• Industry events and working groups</td>
</tr>
<tr>
<td></td>
<td>• Poly Enterprise Customer Advisory Board (PECAB)</td>
</tr>
<tr>
<td>Employees</td>
<td>• Team listening: engagement and pulse surveys</td>
</tr>
<tr>
<td></td>
<td>• All-employee meetings every two weeks</td>
</tr>
<tr>
<td></td>
<td>• Poly news on WAVE intranet</td>
</tr>
<tr>
<td></td>
<td>• Executive company-wide email communications</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Teams channels</td>
</tr>
<tr>
<td>Governments and regulators</td>
<td>• Contribution to consultations</td>
</tr>
<tr>
<td></td>
<td>• Poly white papers on regulatory issues</td>
</tr>
<tr>
<td></td>
<td>• Scheduled meetings with regulators</td>
</tr>
<tr>
<td></td>
<td>• Participation in industry working groups</td>
</tr>
<tr>
<td>Industry influencers and opinion leaders</td>
<td>• Poly Analyst Day</td>
</tr>
<tr>
<td></td>
<td>• Newsroom; media interviews and articles; press releases</td>
</tr>
<tr>
<td>Investors</td>
<td>• Annual shareholder meeting and company reporting</td>
</tr>
<tr>
<td></td>
<td>• Financial community conferences</td>
</tr>
<tr>
<td></td>
<td>• One-to-one investor meetings</td>
</tr>
<tr>
<td></td>
<td>• Poly Investor Day</td>
</tr>
</tbody>
</table>
### Local communities and NGOs
- Poly Global Giving program
- Corporate charity partner meetings
- Associations and memberships

### Product and service partners
- Partner relationship management meetings
- Poly partner program (portal and channel communications)
- Poly and partner webinars

### Suppliers
- Responsible Business Alliance (RBA) network and working groups
- Responsible Minerals Initiative (RMI) network and working groups
- Tier 1 supplier relationship management meetings
SOME OF THE TOP THEMES THAT HAVE EMERGED FROM OUR STAKEHOLDER ENGAGEMENT THIS YEAR

- Customers and partners are increasingly interested in how Poly’s CSR progress and performance can help them to achieve broader and more ambitious aims.

- Personal and business customers are interested in buying sustainable products. It is really important that we are able to demonstrate how Poly products support sustainability goals.

- Our investors are increasing their focus on ESG, a trend set to accelerate. They are also interested in a wider range of topics than before. For example: human capital management and the role this plays in attracting and retaining top talent; how we are working to drive down our emissions and manage climate risk; green products and services; and how we are managing our supply chain responsibly.

- There is widespread recognition that we are in a unique position to facilitate the transition to a low carbon economy with our work-from-anywhere solutions, and we should tell this story better.

- Customer privacy and data security is a leading area for Poly and must remain a top focus, with a recognition that it is affecting trust in the broader industry.

- Human rights. This issue is integral to everything that we do: how we look after our people; how we protect the rights to privacy and security of people using our products; and how we work with our suppliers to protect the rights of people working in our supply chain.

- Our people are highly valued, and stakeholders reiterated the importance of attracting and retaining top talent. Without the best people, we can’t compete.

- Inclusion is a recurring theme. We embrace difference; our products help to connect people regardless of who they are; and we must be bold in standing up for what we believe in.
CULTURE & GOVERNANCE
HOLDING OURSELVES TO THE HIGHEST STANDARDS

Our company was born from the idea that you don’t have to be in the same place to have meaningful interactions, and we’re proud to see this reflected in the way we work across our business. We use our innovative products to collaborate and communicate, wherever we are.

Our culture values curiosity, creativity, and a can-do attitude to get the job done, all the while wowing our internal and external customers. We’re continuously looking for opportunities to improve and learn together, and this makes Poly a unique place to work.

Of course, it’s important to establish structures and practices to support any program or initiative, and culture is no different. We now have over 75 culture leaders and ambassadors who help drive and advocate for Poly culture. Underpinning this, our values and Code of Conduct also help to ensure everyone acts ethically and with integrity.

OUR VALUES

Our shared values are the foundation of the way we work with each other and with all our customers and partners. We foster a workplace that is driven by a desire for knowledge, innovation, and market opportunity. Our evolution is continuous and as such, in line with best practice, we will be reviewing our values next year to ensure that they continue to align with our culture.

CREATE INDUSTRY-LEADING INNOVATIONS
We are relentless in bringing the best products to our markets.

WORK FOR EXCELLENCE
While meeting the market need, we set the bar high in everything we do.

WOW OUR CUSTOMERS
We wow our customers by bringing our innovative products to them with care, flexibility, and understanding.

ACT WITH INTEGRITY
We hold ourselves accountable for doing the right thing, the right way, every time.

EMBRACE OUR ADVENTURES TOGETHER
We are excited by our future and stay connected to each other and our purpose through whatever challenges we encounter.
**CODE OF CONDUCT**

The Poly Code of Conduct (available in ten languages) guides all employees in all locations. Every employee, officer, and director is bound by the Code and receives annual training on it. Employees and suppliers also have access to our confidential and anonymous EthicsPoint reporting channel.

We insist on honesty, accountability, integrity, and fairness in our dealings with each other and with our partners, vendors, investors, and competitors. Adherence to the Code ensures that we conduct business according to our values and maintain the highest standards of business ethics.

Specifically, our Code of Conduct promotes:

- Honest and ethical conduct; doing what is right all the time, everywhere, in every situation
- Compliance with applicable governmental laws, rules, and regulations
- Giving back and corporate social responsibility
- Transparency and financial integrity
- Prompt reporting of violations and accountability for compliance with the Code

**CSR GOVERNANCE**

Strong governance and leadership oversight are essential for us to effectively monitor and manage our risks and opportunities, and to achieve our CSR goals. As part of our new strategy, we have evolved our governance structures to ensure that CSR is fully embedded and strategically managed across the business, with clear roles and responsibilities.
LEADERSHIP TEAM

The leadership team takes overall responsibility for Poly’s CSR strategy and performance. Our President and Chief Executive Officer, Dave Shull, is ultimately accountable for CSR performance, with other team members accountable for performance related to the key pillars of our strategy as follows:

- Low Carbon Solutions—Tom Puorro, Executive Vice President, Global Product Development
- Safe and Secure for All—Grant Hoffman, Executive Vice President and Chief Supply Chain Officer
- Destination Employer—Anja Hamilton, Executive Vice President and Chief Human Resources Officer

The leadership team discusses CSR progress and performance quarterly.

NOMINATION AND CORPORATE GOVERNANCE COMMITTEE

The Nomination and Corporate Governance (NCG) Committee of the Board of Directors is responsible for and oversees all CSR matters. It is supported and advised by the CSR Steering Group and reports progress and performance to the leadership team for discussion quarterly.

ENTERPRISE RISK MANAGEMENT AND COMPLIANCE COMMITTEE

The Enterprise Risk Management and Compliance Committee (ERMCC) consists of senior executives from each business function who meet quarterly to review and advise on significant issues of risk and compliance, including CSR matters. The ERMCC includes members of the global legal and compliance functions and plays a key role in identifying, understanding, and embedding CSR risks into our enterprise risk management system. The ERMCC reports quarterly to the Chief Executive Officer, the Chief Financial Officer, and all other executive leaders to discuss and recommend improvements to CSR initiatives and progress towards company goals.

CSR STEERING GROUP

The CSR Steering Group is a cross-functional team of representatives from across Poly, including global product and environmental compliance, workplace solutions, legal, marketing, HR, facilities, procurement, and IT security. The group meets at least monthly and works to progress our CSR strategy by developing and deploying detailed plans; monitoring and reporting performance; providing strategic advice and guidance as topic experts; mobilizing functions and teams to implement the strategy; and supporting the embedding of CSR initiatives across the business.

WORKING GROUPS

To assist progress in key areas of our new strategy, we are planning to set up new working groups in carbon management; sustainable design and customer solutions; a responsible supply chain; and Inclusion, Diversity, Education and Awareness (IDEA). Made up of representatives from key functions and local teams, the groups will help to implement the strategy on the ground by building topic knowledge, developing resources and support for implementation, and engaging functions and teams across the business. As subject experts, they will also play a key role in reviewing and evolving future plans and strategies.
LOW CARBON SOLUTIONS
RISING TO THE WORLD’S BIGGEST CHALLENGE

Climate change is a global emergency that requires urgent action. We care passionately about the future of our planet, and as a global technology business, it is our responsibility to minimize our environmental impact and enable others to do the same.

Our goal is to deliver absolute emissions reductions across Poly, our products, and for our customers. We will achieve this by understanding and driving down emissions in our operations and through our supply chain; by building sustainability into the design of our products where possible; and by leveraging our technological expertise and virtual communications solutions.

In a year where the impacts of climate change have again hit the headlines—not least with the unprecedented wildfires in California—and awareness and activism have continued to rise, all businesses must step up and be part of the solution. It’s also a year in which virtual face-to-face communication has shifted from being a “nice to have” to a “must have” as countries around the world have imposed lockdowns and travel restrictions. Meanwhile, reductions in travel have contributed to a record 7% drop in global carbon emissions. At Poly, we’re all about enabling better ways to communicate, connect and collaborate with colleagues, friends and family, wherever they are; and this is where we can make our most important contribution to tackling climate change.

But our efforts start at home. Our new strategy renews our commitments to measuring, monitoring, and reducing emissions from both our direct (Scopes 1 and 2) and indirect (Scope 3) operations.
REDUCING ENERGY USE AND EMISSIONS FROM OUR OPERATIONS

With 75 sites around the globe, the carbon emissions associated with our energy use are significant. These make up the majority of our direct emissions footprint, particularly in our manufacturing operations, which are more energy-intensive than our office locations. We aim to offset a proportion of this through the sustainable design of our buildings, and by generating energy from renewable sources where this is viable. For example, our manufacturing facility in Tijuana, Mexico has one of the largest capacity solar projects installed over a roof in Latin America, with 4,284 panels occupying a space the size of two soccer fields. Our three main global sites in San Jose, Santa Cruz, and Hoofddorp all have solar installations.

We’ve made notable progress over the last year in understanding this footprint. For the first time, we have collected data from all our global sites and have undertaken a verification audit. We’ve achieved this by working with a specialist partner to implement a new carbon management software system, and this has enabled us to streamline our data collection processes and consolidate all of the data in one place.

Key to the success of this project has been the engagement and training of regional and site-level representatives to use the new system and to coordinate, collect, upload, and review all of our energy data consistently. Having these new systems and structures in place will allow us to better understand and manage our energy use, and operational emissions under our direct control. And, thanks to the hard work and engagement of the people working on the project this year, we’re now in a great position as we move into the next phase of our plan.

As we look to the year ahead, we will continue to establish our carbon management program. A new global energy management team will be made up of regional site facility representatives. This team will be chaired by and work closely with key representatives from the CSR Steering Group who will review data collection, and will monitor and develop detailed plans and programs for energy efficiency and emissions reduction in their areas where possible.
OUR PERFORMANCE

From this year, we are committed to reporting on our progress and performance in reducing energy use and operational carbon emissions by publishing verified energy usage and Scope 1 and 2 emissions data. The data provided this year is from the calendar year 2020 and will be our baseline year.

The reported Scope 1 and 2 footprint for Poly in 2020 was 12,382 tCO₂e, approximately 25% of which was from our main manufacturing site in Tijuana. This is a reduction of 7% from 2019. It should be noted, however, that 2020 data is the first reporting year that has been verified.

As part of our new strategy, we will set energy usage and direct operational emissions reduction targets this year. Where possible, we plan to set science-based emissions reduction targets for Scopes 1, 2 and 3.

Although work is ongoing, we are making good progress in building this complete picture, having already collated data in logistics, business travel, and some areas of our Tier 1 supply chain. Our overall ambition is to establish a clear long-term route map, working towards net zero carbon emissions for our whole operation.

In the meantime, we will continue to review new methods of data collection with our partners—from the introduction of automatic meter reading systems to direct account connection with energy providers—aiming for continual improvement.

<table>
<thead>
<tr>
<th>Region</th>
<th>Scope 1</th>
<th>Scope 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMER</td>
<td>486</td>
<td>7,305</td>
<td>7,791</td>
</tr>
<tr>
<td>APAC</td>
<td>4</td>
<td>3,524</td>
<td>3,528</td>
</tr>
<tr>
<td>EMEA</td>
<td>180</td>
<td>883</td>
<td>1,063</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>670</strong></td>
<td><strong>11,712</strong></td>
<td><strong>12,382</strong></td>
</tr>
</tbody>
</table>

SAVING ENERGY THROUGH SMARTER BUILDINGS

We’re determined to drive down energy consumption in our office buildings and facilities. A prime example is our Hoofddorp site in The Netherlands. Equipped with solar photovoltaic PV panels on the roof; 100% LED lamps with motion sensors and light-harvesting sensors; two geothermal heat pumps; and a system for monitoring energy consumption, it’s the latest in efficient building design and management.
MAINTAINING HIGH ENVIRONMENTAL STANDARDS

At Poly, we’re determined to deliver products that exceed our customers’ expectations, and we’re no different when it comes to our environmental standards. Our approach is guided by the needs of our stakeholders, and regulatory obligations within our destination markets, underpinned by key policies and processes including:

- Our Environmental Policy
- Supplier environmental requirements
- Purchasing and Supplier Management
- Component Qualification for Part Approval Request (PAR)
- Hazardous Substances Specification

Our Environmental Policy is intended to guide our operations, products, and services towards the reduction of material negative environmental impacts resulting from our business. The policy commits us to prevent harm—particularly in the forms of pollution, emissions, waste, and hazardous substances—and applies to Poly’s worldwide operations, vendors, subcontractors, and suppliers.

In our manufacturing facility, we carefully select and approve the parts for our products through a controlled process, outlined in our Purchasing and Supplier Management and Component Qualification for Part Approval Request (PAR) policies, which contain the requirements for approval of parts. All parts submitted for approval must then go through the PAR workflow process embedded in our Agile Product Lifecycle Management (PLM) software to ensure they meet our high quality and environmental standards.

Environmental management software has also improved our reporting capabilities for hazardous materials legislation such as RoHS (Restriction of Hazardous Substances), REACH (Registration, Evaluation, Authorization and Restriction of Chemicals), and California’s Proposition 65. We also access a data warehouse service to improve the level of information available about our off-the-shelf components.

We’ve made progress this year in continuing to integrate consistent processes and practices across Poly. This includes the adoption of a common Hazardous Substances Specification aimed at product designers and supply chain partners worldwide, which clearly outlines our requirements and provides a framework for compliance.

Against our ongoing target of full compliance with all applicable environmental laws and regulations, we are pleased to report that we have not identified any incidents of non-compliance during the reporting period. We will continue to work towards our goal of limiting the use of reportable substances to applications where it is absolutely necessary, based on the economic viability and technical suitability of replacements.
LEADERS IN COMPLIANCE

Poly has a strong track record in aligning products and ways of working to progressive environmental regulations and standards. We were one of the first companies to achieve full compliance with the European Union’s Restriction of Hazardous Substances (RoHS) directive and have worked closely with our suppliers to help ensure our entire supplier network follows RoHS requirements.

We also led the way in complying with the EU’s Waste Electrical and Electronic Equipment (WEEE) Directive. All discarded Poly products and packaging can be safely disposed of or recycled. We also operate a voluntary global takeback and recycle program, through which customers using the service can be confident that end-of-life Poly products will be managed responsibly.

PLANET-FRIENDLY PACKAGING

At Poly, we are constantly looking for ways to improve our packaging and reduce its environmental impact. This is led by our dedicated industrial design and packaging engineering teams, who are responsible for selecting materials and designing packaging components and formats which take important environmental considerations into account.

We’re now using fewer materials, and wherever possible are using those that are renewable, contain recycled content, and/or are recyclable, such as corrugated cardboard, paper, and water-based inks. We only use suppliers who are FSC registered. Guided by the Sustainable Packaging Coalition (SPC) metrics, we are committed to maximizing our product-to-packaging ratio and maintaining a high percentage of recycled and renewable material. To inform decisions at the design stage, our packaging team is responsible for undertaking a full environmental analysis which includes total packaging weight, product-to-packaging ratio, recycled content per unit, renewable material per unit, and carbon footprint per unit.

Over the last year, we’ve continued to make good progress in reducing the use of plastics in our packaging. We completed a landmark project to begin replacing our plastic trays with paper molded pulp. Several new product releases have been packaged in these trays, and we will now look to roll this out through other products in our portfolio.

We’ll also be transitioning to a unified and centralized packaging process for all business units, something we’re looking to complete by the end of the fiscal year 2022. This will help us to further improve management, oversight, and consistency across our packaging range, to drive environmental efficiencies.
BETTER BOXES, SMALLER FOOTPRINT

All new Poly headsets are now packaged in our range of Enterprise PSD3 boxes. The boxes come in five different sizes and are all made from the same materials, selected to minimize packaging weight and maximize the use of renewable and recycled content. As part of our design and specification process, we performed a carbon footprint analysis of the proposed packaging to make sure we were choosing the best formats and materials. Following the success of this initiative, we will be rolling out a similar approach to packaging across all of our product categories.

ENTERPRISE PSD3
CARBON FOOTPRINT

<table>
<thead>
<tr>
<th></th>
<th>DISTY BOX A</th>
<th>DISTY BOX B</th>
<th>DISTY BOX C</th>
<th>DISTY BOX D</th>
<th>DISTY BOX E</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVERAGE PACKAGING WEIGHT</td>
<td>78.20 g</td>
<td>150.60 g</td>
<td>198.30 g</td>
<td>375.74 g</td>
<td>424.30 g</td>
</tr>
<tr>
<td>PAPER</td>
<td>69.41 g</td>
<td>127.07 g</td>
<td>179.08 g</td>
<td>323.65 g</td>
<td>365.39 g</td>
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<tr>
<td>PLASTIC</td>
<td>0.91 g</td>
<td>2.51 g</td>
<td>1.50 g</td>
<td>4.25 g</td>
<td>4.80 g</td>
</tr>
<tr>
<td>WOOD</td>
<td>7.87 g</td>
<td>21.00 g</td>
<td>17.72 g</td>
<td>47.83 g</td>
<td>54.10 g</td>
</tr>
<tr>
<td>AVERAGE CARBON FOOTPRINT</td>
<td>0.085 kg CO₂</td>
<td>0.187 kg CO₂</td>
<td>0.483 kg CO₂</td>
<td>0.504 kg CO₂</td>
<td>0.569 kg CO₂</td>
</tr>
</tbody>
</table>

AVERAGE POST CONSUMER RECYCLED % CONTENT 29%–35%
SUSTAINABLE PRODUCT DESIGN

Sustainable design considers the environmental, social, and economic impacts of products throughout their existence—from the initial phases of design and manufacture, through their use, to the end of life.

To help us better understand these impacts, we use life-cycle assessments (LCAs). These include a detailed greenhouse gas (GHG) emissions profile (or carbon footprint) for each key stage, influenced by factors such as the materials used to make each component and the energy efficiency of our designs.

We align our assessments to best practice guidelines and standards including PAS 2050:2011, a publicly available specification that provides a recognized method for assessing the life-cycle GHG emissions of products. We use the findings to identify emissions hotspots and improve design where possible.

In 2020, we began detailed LCAs for three of our most popular products (see right).

We are committed to the ongoing use of LCAs to inform our choices and reduce the overall carbon footprint of our products. We would also like to grow our internal capabilities to perform LCAs in-house so we can apply them to more of our products. Our ultimate aim is to build LCAs into the design process of every Poly product.
NO MORE NEEDLESS TRAVEL

COVID-19 has accelerated the digital transformation already reshaping the working world. It has changed the way people communicate, dramatically cutting the need for travel in the process.

Our range of audio and video products, backed by leading software, artificial intelligence, analytics, and insights, is enabling the work-from-anywhere culture which has become the norm since early last year. Hundreds of thousands of customers, companies, and institutions around the world use Poly products to come together and collaborate as if they were in the same place. Not only does this save them time and money, it can also drastically reduce their impacts on climate change from travel.

Poly has a unique contribution to make as the world transitions to a low carbon future. Going forward, we see a much bigger role for us to play in helping our customers to understand the environmental benefits of using our products.
SAFE AND SECURE FOR ALL
PROTECTING PEOPLE AND STANDING UP FOR HUMAN RIGHTS

Interest in and awareness of human rights have grown exponentially in recent decades—from privacy rights, to the standards that allow all people to live with dignity, freedom, equality, justice, and peace.

The security of our products, and the protection of the people who make them, is central to our business. Our goal is to keep people safe, protect their privacy, and promote human rights. As a company with a complex global supply chain, we are committed to working with our suppliers to understand and prevent the risks of human rights abuse—including modern slavery and human trafficking—and to uphold labor conditions. To help us in this, we work with the Responsible Business Alliance (RBA), a leading industry coalition specializing in responsible supply chain management, using their tools and expertise to align our ways of working.

But our responsibilities to protect human rights extend beyond our supplier relationships to our entire value chain. The advance of technology has greatly increased the need to protect people’s privacy and manage their data very carefully. At Poly we take this responsibility extremely seriously, by building security and privacy into our products and services from the outset, and by employing leading systems and processes. Our customers can be assured that their personal data is safe with us.

SUPPLY CHAIN HUMAN RIGHTS

We expect all our suppliers to uphold the human rights of workers, adopt sound labor practices, and treat their workers fairly. Our high standards and commitments to sourcing responsibly are outlined in Poly’s Supplier Code of Conduct (SCOC). The SCOC is based on the Responsible Business Alliance (RBA) Code of Conduct, a set of social, environmental, and ethical industry standards that originated within the electronics industry. All of our suppliers are required to adhere to our SCOC.

The SCOC features the principles of equality, fairness, and freedom front and center, and expressly prohibits the use of modern slavery. Modern slavery can manifest in different ways, including through forced labor, human trafficking, and slavery. Because it can be a hidden issue, it’s really important that we have the right processes in place to identify it and to manage these risks.

We know that human rights challenges like these can only be tackled if companies, governments, and civil society work together. In the last year, we’ve taken some big steps in the right direction through our continued involvement with the RBA.

We have now performed a Level 1 risk assessment on the top 80% of our suppliers (by spend) using the RBA Risk Assessment Platform. This assessment helps us screen suppliers for regions and commodities known to have inherent risk for forced or compulsory labor.
The RBA’s Level 1 risk assessment rates each supplier site based on a high-quality risk analysis. Scores are weighted for geography, sector and commodity offering, and spend. Risk levels are then determined by general indices which are based on available audit data, and NGO or government reports (reports from the United Nations, US Department of State, International Labour Organization, and European Union, for example). There are many benefits to using the RBA’s system, including the use of real third-party audit data as an indicator in risk ratings and having confidence scores for each rating provided.

The chart below summarizes the results of this assessment for our top 32 suppliers (by spend). On a scale that includes extreme, high, medium, and low risk, 88% of our top suppliers were categorized as medium risk and 12% as high risk. We recognize the limitations of these risk ratings, as they are not representative of actual assessed or observed risks at our suppliers, but they serve as helpful guidance as we look to further advance our oversight and management of these issues.

From these initial findings, we can then take further targeted action. We have already begun the process of requesting higher-risk suppliers to complete an in-depth self-assessment questionnaire (SAQ) as part of RBA’s Level 2 risk assessment process. This will check for adherence to the RBA’s Code and Management System requirements to determine if any risk factors are present.

From the SAQ results, we will then identify high-risk suppliers in our top 80% of spend who will be targeted for RBA Validated Assessment Program (VAP) audits. This is the RBA’s Level 3 risk assessment and their standard for on-site compliance and verification of ethical and responsible business. Further audits are planned this year.

In line with our ambitions to increase our involvement with the RBA from Affiliate to Regular member by the calendar year 2022, we will continue to further strengthen our processes and policies over the coming year.
PROUD TO BE WORKING WITH THE RBA

The Responsible Business Alliance is the world’s largest industry coalition dedicated to corporate social responsibility in global supply chains. The widely recognized RBA Code of Conduct sits at the core, with all members required to support its principles and intentions.

It also offers expert guidance and tools to help its members understand and manage critical ethical, environmental, and social issues. RBA membership consists of four tiers—Supporter, Affiliate, Regular, and Full—with each presenting additional compliance and participation requirements. Poly is currently at the Affiliate level.

We are actively increasing our involvement with the RBA; aligning our approach to their best practice guidance and utilizing their tools to ensure the high standards we expect of our suppliers are maintained.

RESPONSIBLE SOURCING OF MINERALS

Our aim is for our products to be conflict-free. We work with our suppliers to promote the conflict-free sourcing of all parts and products containing tungsten, tantalum, tin, and gold. This means that the products supplied to us must contain no metals derived from areas or mines where they may directly or indirectly finance or benefit armed groups who are perpetrators of serious human rights abuses in the Democratic Republic of Congo or adjoining countries. In accordance with Section 1502 of the Dodd-Frank Act, we work with our suppliers to conduct due diligence and implement policies and procedures so that Poly can make proper and accurate disclosures tracing the origins of these minerals. This includes asking suppliers of components containing 3TG to establish and report a chain-of-custody, to determine as specifically as possible the facilities processing these minerals.

To support our understanding and approach, we are members of the Responsible Mineral Initiative (RMI) and actively participate in the RMI’s Responsible Minerals Assurance Process (RMAP). This helps to verify which smelters and refiners have systems in place to responsibly source minerals in line with current global standards.

In 2020, we also expanded our conflict minerals due diligence efforts by surveying our battery suppliers for cobalt, using the RMI’s Cobalt Reporting Template (CRT).

For further information, please visit our webpage for our latest Conflict Minerals Disclosure and Report filings with the United States Securities and Exchange Commission.
DEVICE SECURITY AND DATA PRIVACY

Poly unleashes the power of human collaboration with secure video, voice, and content solutions. Information security is not just something we do, it’s part of our organizational DNA. And it’s something we are committed to maintaining and improving. Information security at Poly is managed by the Poly Security Office.

The Poly comprehensive Information Security Management System (ISMS) is ISO 27001 certified. This certification is the international standard that provides a framework and best practices for managing information security. Poly’s ISMS addresses people, processes, and technologies used to provide unified communication and collaboration services and solutions to Poly employees and customers. We regularly monitor the system’s effectiveness and assess opportunities for continuous improvement.

Security is a critical consideration in every Poly product, and our frameworks ensure the highest standards are built into every new design. We implement a layered ‘defense-in-depth’ approach across our portfolio to protect information from unauthorized processing. We also follow a secure software development life-cycle, establishing security requirements alongside functional requirements at every stage of the process.

2020 marked another year of rapidly evolving global privacy law, including the California Consumer Privacy Act, which is now in effect. At Poly, we work to ensure compliance with all applicable data privacy and protection laws and regulations. This is guided by our regularly updated Privacy Policy which sets out how we collect, use, and protect personal information—and how we provide individuals with choice, notice, security, and access related to personal information.

Internally, we strive to mitigate risk through the principles of data protection by design, and data protection by default. The policies and measures we use are as follows:

- Minimizing the processing of personal data
- Anonymizing personal data as soon as possible
- Transparently documenting the functions and processing of personal data
- Providing features that enable a data subject to exercise any rights they may have

We are pleased to report that we have not identified any substantiated complaints from outside parties or regulatory bodies, or identified any leaks, thefts, or losses of customer data during the reporting period.

For further information on our approach, please visit our webpage to access our security and privacy white papers.
DESTINATION
EMPLOYER
A PLACE TO BE AUTHENTICALLY AMAZING

Poly powers human connection. And to do that, we need the greatest minds. The best innovators. The out-of-the-box thinkers. The go-getters and the get stuff done-ers. Poly people drive our strategy and our business forward.

Our goal is to build a company that people aspire to work for and are proud to come from. We’ll achieve this by fostering a diverse, inclusive, equitable, and accessible workplace; by promoting good health, safety, and well-being; by unlocking the potential of our people by ensuring their personal growth; and by increasing the power of giving by connecting with our local communities. In such a competitive market for talent, the experience our people have at work is crucial for us to attract and retain the best.

2020 will be remembered for a lot of things, not least the rise of the Black Lives Matter movement around the world and the far-reaching impacts and implications of the COVID-19 pandemic. This has only reinforced the need to build a workplace where all people are protected, celebrated, nurtured, and respected.

In 2020, we asked our people about their engagement and productivity levels during the pandemic. Ninety-four percent felt productive or more productive while working remotely, with 86% citing communication and collaboration as positive. Eighty percent of those surveyed felt positive in being able to be their authentic selves and 70% felt positive that their perspectives were included in decision-making.
THE POWER OF MANY. MANY PEOPLE. MANY BACKGROUNDS. MANY MINDS.

At Poly, we value the authentic self of everyone. Diversity comes in many forms, and we embrace the unique attributes of every person to unlock their full potential so that we can compete globally; inspire and nurture innovation; and reflect and represent our customers.

Our approach is underpinned by our policies and ways of working, including our Equal Employment Opportunities Policies and the Poly Code of Conduct. These firmly state our commitment to making employment decisions on merit and providing equal employment opportunities for all, without regard to a person’s sex, gender identity or expression, race, age, religious creed, national origin, physical or mental disability, ancestry, color, marital status, sexual orientation, military or veteran status, status as a victim of domestic violence, sexual assault or stalking, medical condition, genetic information, or any other protected class or category recognized by applicable equal employment opportunity laws. Our Policy Prohibiting Harassment, Discrimination and Retaliation ensures that Poly employees and non-employees are treated with dignity and respect, free from discrimination and harassment.

“We enthusiastically embrace different cultures and perspectives, believing in respect for all human beings. IDEA—Inclusion, Diversity, Education and Awareness—at Poly is at the very heart of who we are and what we do.

We encourage everyone to THINK BIG, speak up, and constructively challenge and nurture a culture of sensitive curiosity where diverse perspectives are valued and encouraged. That’s #polypower.”

Estelle Jackson (Her, She)
Global Inclusion, Diversity, Education and Awareness Lead
People, Culture and Learning
A CULTURE OF INCLUSION, DIVERSITY, EDUCATION AND AWARENESS (IDEA)

2020 marked an important step forward for inclusion and diversity at Poly. In the wake of Black Lives Matter and following in-depth consultation with our people, we developed and launched our new five-year strategy and action plan on Inclusion, Diversity, Education and Awareness (IDEA). Changing the name of the program from Diversity, Inclusion and Belonging to IDEA is significant. It demonstrates that we want the focus to be on inclusion—what makes us the same—as well as celebrating difference and uniqueness. Our focus now will be on moving from conversation to action. Developing initiatives and programs that build a culture where all voices are heard, and opinions are shared. And then implementing and integrating these across the business. It’s not enough to say we want change; we have to drive action.

Our first company-wide IDEA survey in July 2020 was designed to understand how our people feel about inclusion at Poly and sought views and opinions on the actions we can take to push things forward. The findings from the survey helped us to identify three initial areas of focus: education and awareness for managers and employees; attraction and hiring of a diverse workforce; and strengthening our internal community.

As a result, in addition to bias mitigation training for our leaders and managers, we’ve developed an IDEA curriculum and quarterly education program for all employees through our LinkedIn Learning platform. Modules include allyship, inclusive leadership, leading with empathy, and psychological safety. We want to educate and engage people, not simply by rolling out training, but by inspiring curiosity and driving awareness. We’ve also started projects to mitigate bias in our HR processes and redesigned our recruitment process to make it more inclusive and equal.

Early feedback on our IDEA education program has been extremely positive, with 90% of attendees feeling it enhanced their understanding of IDEA, 86% likely to do something different based on what they’ve learned, and 89% likely to recommend the program.
A WORKPLACE WHERE EVERYONE CAN TRULY BE THEMSELVES

“Coming out at work as a transgender woman at the age of 55 is not for the faint of heart! One of the hardest decisions I have ever made was to finally decide to live my authentic life and be true to myself. Of course, I felt trepidation about coming out at work; but having worked at Poly for fourteen years, I already knew that Poly had a very inclusive and welcoming culture and a strong commitment to employee work/life balance.

Poly has been an amazingly supportive, inclusive employer! HR worked with me to communicate my transition at work to all worldwide employees, created ‘gender neutral’ bathrooms, gave me options as to when and how the communication would happen and always consulted with me.

With HR’s assistance, I was able to change my employee records to my chosen name and gender without any issues at all, my benefit providers were informed of my changes and there was no lapse in the coverage. Poly also offers medical insurance options at different levels that have allowed me to have the therapy, medical support, and surgeries I needed to fully transition to my chosen gender as a woman.

Since coming out as transgender, I began to participate in the LGBTQI+ employee resource forums, hoping and looking for more ways to assist and contribute to our culturally diverse employees.

Poly is truly committed to its people, culture and diversity, reflected by its inclusive policies, benefits, and the action of its leaders.”

Laura C.
Senior Service Desk Manager
STRENGTHENING OUR INTERNAL COMMUNITY

An important part of IDEA is to inspire and develop our leaders to be accountable. We’ve created an IDEA Council which is made up of over 30 leaders from around the company—including our CEO and executive leadership team—who provide advocacy for the program, helping to ensure it is at the heart of everything we do. The council will also come together twice a year for our IDEA Council Summit to discuss important actions and themes such as the impact of allyship at Poly.

We’ve also focused this year on growing our employee resource groups to raise awareness of and celebrate inclusivity and diversity. The approach we take is to engage employees on what they want to get out of the group and to enable and empower each to grow their identity in a group-appropriate manner.

Building on the successes of our Women’s Leadership Group, Accessibility and Inclusion Group, and Veterans Group, in 2020 we set up our PRIDE group, which already has over 150 members and is contributing to positive feedback from our LGBTQI+ employees that they feel able to be their authentic selves at work. All these communities have executive sponsorship. There’s no doubt this has helped to establish and grow the PRIDE group, which we’ve nurtured, and created a sense of community and identity around, through speaker events, virtual fundraisers, virtual coffee mornings, and designing unique T-shirts for members. This year the group learned from and fundraised for Rainbow Railroad, a charity that helps LGBTQI+ individuals to escape violence and persecution in their home countries.

In 2021, we will be establishing and growing a parent and caregivers’ group, bringing us up to five internal IDEA communities.
OUR PERFORMANCE

As part of our new strategy, we have set our long-term aspiration to align our gender balance for leadership roles to available workforce census data by 2030, with an aim to increase female representation at all levels year on year. There is much work still to do, but we’ve made progress over the last year at the most senior levels of the business, gaining a female board member as well as a female member on the senior leadership team.

We have also committed to aligning our representation of underrepresented minorities to available workforce census data by 2030, and we aim to increase the representation of underrepresented minorities at all levels year on year.

Reliable and detailed data will be crucial to help us take focused and targeted action to achieve our goals. A big focus for 2021 is to build on the IDEA dashboard we’re using to track our progress against our objectives and key results. We’ll be running our IDEA survey again in July to monitor and evaluate progress.
OCCUPATIONAL HEALTH AND SAFETY

In line with our values and Code of Conduct, we are committed to providing a healthy and safe workplace for our employees, contractors, partners, guests, visitors, and tenants (“end users”). We recognize that achieving and sustaining this is a shared responsibility that requires a clear policy, awareness-raising, and training, as well as periodic reviews of related work processes and the continuous identification of areas for improvement.

Our Health and Safety Policy applies to all end users at all Poly locations around the world and incorporates our Global Workplace Injury and Illness Prevention Program. It addresses our approach to health and safety within our workplace and sets clear expectations about how we will achieve and maintain appropriate standards. While our Workplace Solutions team is responsible for monitoring, maintaining, and evolving Poly’s workplace health and safety program, site-level responsibilities are cascaded through site managers: recognized people or teams at a given Poly location who are responsible for generally supervising the various site-level activities at that location. At larger sites, this role is fulfilled by an on-site facilities manager.

Our health and safety risks are concentrated mainly at our manufacturing plant (Plamex) in Tijuana, Mexico. Here we have a dedicated team to implement and maintain a health and safety management system and we have achieved Safe Organization Certification, awarded to companies that meet all statutory safety and hygiene requirements. Outside of Plamex, our health and safety risks are much less acute, and the majority of our risk is related to ergonomic injuries, although injury rates are low. To mitigate these risks, we maintain all the required safety protocols, investigate all recorded incidents, and take corrective action when required.

OUR PERFORMANCE

We abide by all federal and local laws and in the past seven years have had zero Occupational Safety and Health Administration reportable injuries.

In 2020, we recorded seven injuries at our Plamex site in Mexico and zero work-related injuries across the group.
KEEPING PEOPLE SAFE IN TURBULENT TIMES

Our response to COVID-19 was rapid and far-reaching. It was clear early on that we would need new structures and procedures to deal with the heightened risks to our people and to ensure our business remained operational.

Our Corporate Crisis Management Plan serves as an all-hazards approach to crisis situations. It comes into effect when an event of significance—which could have a severe impact on life, safety, or business—occurs. The resources of the company are then put on alert to support local teams in addressing the incident. The Crisis Management Team (CMT) is the initial and central point of contact for the organization at these times, working to manage recovery efforts and ensure a quick resolution. The CMT is supported by the Executive Crisis Management Team (consisting of the CEO and all direct reports, there to provide strategic guidance and support) and local response teams.

We also established a dedicated COVID-19 response team made up of departmental leaders. This team is directly responsible for addressing COVID-related issues such as reports of ill employees or contact tracing, and also monitors any regulatory changes that may impact our response and protocols. Lastly, the COVID Committee has a more strategic focus. It is tasked with looking at how the pandemic will impact Poly’s ability to operate in the future, and providing recommendations to the leadership team.

Thanks to these structures, we’ve been able to quickly implement new policies and practices. Whenever possible throughout the pandemic, we have encouraged employees to work from home, reducing the risk of transmission. At the same time, we’ve worked to safely maintain our essential operations and support the people involved in them. To help us achieve this, we implemented strict new hygiene protocols, a pandemic flu screening protocol, and a personal protective equipment (PPE) protocol globally across Poly. This means that since April 2020 we have conducted passive temperature screening of all personnel entering our facilities and mandated the use of PPE in certain situations and facilities.
SUPPLYING ESSENTIAL BUSINESS CUSTOMERS

Poly products provide essential telecommunications for hundreds of healthcare, government and educational organizations providing frontline services around the world. With this unprecedented situation making remote communications essential, demand for our products has been at an all-time high. It’s been vital therefore that we’ve kept Plamex, our largest manufacturing facility, operating at full capacity throughout the pandemic.

At Plamex, we brought in stringent additional preventative actions including installing infrared heat sensors to identify symptomatic employees; offering onsite medical support; performing daily disinfection of the production area and all common areas; and requiring all employees to wear full-face shields and garment coverings.

DEVELOPING A CULTURE OF WELL-BEING

As the pace of change around the world, and in daily life, becomes ever more intense, our role in supporting employee well-being and maintaining good mental health is even more important.

Over the last 12 months, we’ve been proactively reaching out to our people to understand their concerns, and how they’re truly feeling during these turbulent times. The two most common themes are isolation and burnout. This is felt to be due not only to the restrictions that have been in place but also to the loss of conventional “office life” and its enjoyable social interactions. There have also been new challenges in establishing boundaries between work and personal life and juggling competing priorities.

At Poly, we aim to provide holistic support for our employees’ mental and physical health. We provide various accessible programs and tools that are free, available on-demand, and easy to use. In doing so, we hope we can help our employees to develop usable and repeatable skills to look after their well-being, during tough times and beyond.
ESTABLISHING THE PLATFORMS FOR SUCCESS, VIRTUALLY

Recognizing the importance of accessible support, we’ve been busy this year establishing new partnerships and growing our resources to help employees and their families. One such platform is Whil: a leading digital solution for training stress resilience, mindfulness, sleep, well-being, and emotional intelligence skills. Whil’s activity-based, micro-learning audio or video sessions are all designed to reduce stress and anxiety. This platform is proving very popular with our people, with the top three topics being Learning to Meditate, Reduce Stress and Anxiety, and Sleep Better.

We’ve also expanded Poly’s Employee Assistance Program to include a clinically reviewed, evidence-based wellness platform through Aetna. This includes messaging-based emotional health therapy and support, and mobile cognitive-behavioral therapy options. And from 2021, we’ll be offering our employees a flexible fitness platform called Peerfit, which gives access to live virtual classes and digital streaming from gyms and studios across the US.

We also provide a support platform for maternity and family benefits and a caregiver solution providing support for families of children with learning, social, or behavioral challenges.

These flexible work/life programs embrace and engage our diverse population. Finally, we offer a unique peer-to-peer recognition program that reinforces our culture, values, and operating principles.
LEARNING, DEVELOPMENT AND TALENT MANAGEMENT

We have some of the most inspiring minds in the industry at Poly. People who are transforming the way people communicate. We are committed to offering them continuous learning and opportunities to stay curious, through an approach and culture that encourages exploration and achievement and gives all our employees valuable experiences in the rapidly changing communications technology landscape.

Our Global Learning and Development team, led by our Learning and Development Director, has a remit to design, develop and deploy learning programs that support Poly’s culture, performance goals, and objectives; and to design, develop and implement processes around employee development, performance management, and succession. To deliver on this, the team manages several key areas of our HR function including onboarding, employee and manager performance and development, succession, and talent assessments. It also works with each function to create educational programs and customized team development activities.

Our learning and talent management programs are designed to be continuous. We have designed and are constantly developing a suite of resources and programs to address both general business needs and specific professional skills gaps.

The programs come under three main categories:

• Onboarding—including our New Employee Orientation program
• Talent management—including quarterly check-in conversations focused on goals, performance, and career development; and our Talent Review and Succession program to identify key talent and develop future leaders
• Development—including our new Manager Essentials program

We also offer our Lee Hecht Harrison Professional and Executive Transition program. This is designed to support those who are ending their careers with Poly as a result of retirement or termination of their contract. The program consists of career coaching, resume and profile development, daily job leads, LinkedIn Learning courses, and connection with talent promoters and local recruiting specialists to assist with job searches. These services are offered for between three and 12 months, depending on the person’s role and level in the company.

As well as growing these existing programs, we’re also really excited about the launch of our new Career Development program. This is due to launch by Q3 2021 and has been developed in direct response to survey feedback from our employees, who felt that there were untapped opportunities around career development. The Career Development program will support our continuous learning and development approach by helping people understand the different ways they can own their professional development, and create opportunities even when they seemingly don’t exist.
DEVELOPING OUR FUTURE LEADERS

In August 2020, we launched our new Manager Essentials program, to align our people managers on how to create a place of belonging for all employees at Poly and build high-performing teams for the long term. To maximize the impact of the program, we’re running it in six-week cohorts, with each cohort bringing together people from different regions and functions.

Six key modules make for a wide-ranging and engaging curriculum:

1. Understanding the role and expectations of a manager at Poly
2. Discovering your “why” (based on the work of Simon Sinek)
3. Inclusive management
4. Conversations that count and coaching
5. Leading through change
6. Leading global teams

All participants are assessed on their leadership skills before they begin the course, and again six weeks after the course is complete. We also have a six-month follow-up assessment so we’re able to track behavior change. By the end of 2020, 122 managers had participated globally, and the program has already achieved an impressive Net Promoter Score of +66.

“The program has helped me think through situations more thoughtfully, taking alternative points of view and different perspectives into consideration.”

Manager Essentials program attendee
**LinkedIn Learning**

Our digital e-learning program and platform, available to all professional-level employees globally. This on-demand, self-paced learning vehicle offers thousands of courses covering professional and technical skill development opportunities.

**Success Factors**

A learning management system integrated with LinkedIn Learning, used to host pre-recorded and on-demand content.

**Articulate 360**

This learning content authoring tool allows us to build our own virtual learning content for employees. We use this tool to customize on-demand learning opportunities and to help support our talent programs and in-house compliance training.

**Vyond**

A video authoring tool that we use to create learning demonstration videos and learning snippets to accompany training or program rollouts. These videos offer quick summaries, tutorials, or overviews of our learning and talent management processes.

**Saba**

A learning management system used for our global multi-part learning programs, to track participation and manage areas such as enrolment and attendance.

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**SOME OF THE TECHNOLOGY AND SYSTEMS WE USE TO ENABLE LEARNING AT POLY**

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GLOBAL GIVING

When it comes to doing good, our individual actions add up. Poly employees volunteer, mentor, and donate to hundreds of nonprofit organizations of their choice across the globe. Our focus over the last year has been on growing participation and engagement with our employee-led giving program, through the development of new guides, resources, and communications campaigns to engage our people.

Employee-led giving at Poly is done through the Benevity Goodness Platform (also known as Benevity). This platform is available to all Poly employees and is an easy way to make donations, submit volunteer hours, and receive donation rewards. This year we have matched every dollar Poly employees give to eligible causes up to $250—including $20 an hour for volunteer-hour matching. And in December, we launched our 2:1 donation matching campaign, which was met with a truly moving amount of support. Within four hours of launching, Poly employees had raised over $10,000 in charitable donations!

We are extremely grateful that so many of our employees showed up to give in so many ways during this difficult year. The Benevity platform has really helped us to further our community investment aims through employee-led giving, and we will continue to build on this momentum through 2021.

In total, Poly donated $304,000 toward 554 causes this year—representing a 300% increase from the previous year.
VOLUNTEERING

Volunteering opportunities are a great way to give back while engaging with our local communities. Poly offers all employees the opportunity to do community service during normal working hours through our Volunteer Time Off (VTO) policy as well as matching their volunteer hours at $20 per hour, which goes to the organization of their choosing.

Although volunteering has looked different this year, many community organizations are in even greater need of support. This is something we recognized early on and have supported by developing our new Guide to Virtual Volunteering.

Poly employees completed a total of 2,203 volunteer hours in 2020, with December seeing the highest number of hours recorded in a single month since the launch of our volunteer program in 2018.

“Part of what drives me to look for volunteer opportunities is the concept of effective altruism—which is all about using our resources to the best of our ability to help others. At Poly, we can do that through donation matching and using our Volunteer Time Off (VTO) benefit.”

Morgan M.
Product Marketing
POLY PRODUCT DONATIONS

In 2020, many of Poly’s product donations were sent out to support those impacted by the pandemic and other events this year. Our solutions were dispatched to 47 global organizations, totalling a value of $230,593. Below are a selection of those we supported.

During the past year, many Digital NEST members had to revert to taking their high school and college courses online due to the COVID-19 pandemic. Many students were having a hard time focusing in their home environment. We were able to provide these students with headsets to better help them focus. Thank you to Poly for [your] product donation, it is because of partnerships like this that we are able to support future leaders during these challenging times.”

Jacob Martinez, Executive Director, Digital NEST

Digital NEST

300 Poly headsets were donated to support distance learning for children of farmworkers who were struggling to find a quiet place to work.

RYAN SEACREST FOUNDATION

Lockdowns have greatly impacted children with disabilities and illnesses living in assisted facilities. The Ryan Seacrest Foundation has found clever ways to entertain these children by using Poly G7500, Group Series, and Studio X video units for virtual field trips to the aquarium—it’s been quite a hit!

THE BOYS AND GIRLS CLUB OF SANTA CRUZ

Poly headsets were donated to the Boys and Girls Club of Santa Cruz, who have been providing daytime care and assistance with online learning for the children of essential workers.

SANTA CRUZ VOLUNTEER CENTER

A number of Poly headsets were donated to volunteer staff working in the wildfire emergency response call center.

INTERNATIONAL ASSOCIATION FOR ASTRONOMICAL STUDIES

We donated a Poly Studio X50 and table stand to help with the launch of a distance learning center to help economically disadvantaged students get involved in STEM (science, technology, engineering, and mathematics) through immersive and intensive astronomy and aerospace research projects and activities.
ABOUT THIS REPORT

Date of publication: May 18, 2021

The reporting period covers the time from January 1 to December 31, 2020. Performance data relates to this period unless otherwise stated. We have also taken account of significant events prior to this period and up to the editorial deadline of April 30, 2021. The scope of this report covers Poly’s operations active in Asia, China, Europe, and the Americas.

As we work towards aligning fully with the Global Reporting Initiative (GRI) standards for CSR and sustainability reporting, this year we have produced a “GRI-referenced” report. We have used selected GRI standards to describe our approach and performance related to CSR management at Poly, and specific economic, environmental, and social impacts related to our organization.
This is Poly’s first disclosure against the Global Reporting Initiative referenced option, and supports the disclosures made in the 2020 CSR Report.

**GENERAL DISCLOSURES**

This material references selected Disclosures 102–1 to 102–56 from GRI 102: General Disclosures 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>102–1</strong> Name of the organization</td>
<td>Poly (Plantronics, Inc.)</td>
</tr>
<tr>
<td><strong>102–2</strong> Activities, brands, products, and services</td>
<td>Poly Annual Report 2020, p.2–7</td>
</tr>
<tr>
<td><strong>102–3</strong> Location of headquarters</td>
<td>345 Encinal Street, Santa Cruz, California 95060, US</td>
</tr>
<tr>
<td><strong>102–4</strong> Location of operations</td>
<td>Poly Annual Report 2020, p.9</td>
</tr>
<tr>
<td><strong>102–5</strong> Ownership and legal form</td>
<td>Poly Annual Report 2020, p.2–3</td>
</tr>
<tr>
<td><strong>102–8</strong> Information on employees and other workers</td>
<td>The Poly Annual Report 2020, (p.11) refers to overall employee numbers and a methodology to develop our gender and region ratios is being developed.</td>
</tr>
<tr>
<td><strong>102–9</strong> Supply chain</td>
<td>Poly has worked with 283 active, direct suppliers in the last 12 months. They are based in China, Laos/Thailand, United States, Mexico, Philippines, Korea, Taiwan, Vietnam, Germany, Hong Kong, Israel, and Malaysia.</td>
</tr>
<tr>
<td><strong>102–10</strong> Significant changes to the organization and its supply chain</td>
<td>Poly Annual Report 2020, p.13</td>
</tr>
<tr>
<td><strong>102–11</strong> Precautionary Principle or approach</td>
<td>Poly’s precautionary approach is guided by these principles set out in our Environmental Policy Statement. We commit to preventing harm, particularly in the forms of pollution, emissions, waste, and hazardous substances, through: • Acting on climate change by delivering low-carbon product solutions to our customers; • Reporting on our global greenhouse gas emissions from our direct operations; • Verifying sound environmental practices at our suppliers’ facilities through a combination of self-assessment certifications and Poly-conducted or third-party audits; • Restricting hazardous substances in our products with robust specifications and material approval processes; • Maintaining our global voluntary product take back and recycling programs in addition to fulfilling our global WEEE (waste electrical and electronic equipment) obligations.</td>
</tr>
</tbody>
</table>
102–11 Precautionary Principle or approach

- Minimizing waste through sustainable design for products and packaging;
- Monitoring activities at our manufacturing facility to reduce waste sent to landfill;
- Accounting for the environmental impacts associated with our operations, products, and services by developing targets and objectives;
- Communicating our progress towards our stated targets and objectives, at least annually, in a transparent and publicly available manner; and
- Maintaining environmentally sound processes that meet or exceed all applicable legal requirements in the jurisdictions in which we conduct business.

102–12 External initiatives

Non-binding voluntary initiatives to which Poly subscribes or endorses:

- Responsible Minerals Initiative (RMI)
- International Association of Accessibility Professionals (IAAP)
- Accelerating Women Executives Program
- Disability Confident Employer (UK)
- WORK180 Endorsed Employer of Women (UK and US)

102–13 Membership of associations

Poly is a member of the following associations:

- Responsible Business Alliance (RBA), Affiliate member
- Institute of Electrical and Electronics Engineers (IEEE)
- Product Safety Engineering Society (PSES)

102–16 Values, principles, standards, and norms of behaviour

Poly CSR Report 2020, p.13–14

102–18 Governance structure

Poly Annual Report 2020, p.109

102–40 List of stakeholder groups

Poly CSR Report 2020, p.9–10

102–42 Identifying and selecting stakeholders

Poly CSR Report 2020, p.8–10

102–43 Approach to stakeholder engagement

Poly CSR Report 2020, p.8–10

102–44 Key topics and concerns raised

Poly CSR Report 2020, p.11

102–47 List of material topics

Poly CSR Report 2020, p.8

102–50 Reporting cycle

Annual

102–52 Identifying and selecting stakeholders

Poly CSR Report 2020, p.8–10

102–53 Contact point for questions regarding the report

Phil Ashton, Environmental Compliance & Operations Manager, environment@poly.com

102–54 Claims of reporting in accordance with the GRI Standards

Poly CSR Report 2020, p.47
# MATERIAL TOPICS

## GRI 301: MATERIALS

This material references Disclosures 103-1 to 103-3 from GRI 103: Management Approach 2016 and GRI 301-1, 301-2 and 302-3 from GRI 301: Materials 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Explanation of the material topic and its Boundary</td>
</tr>
<tr>
<td>103–2</td>
<td>The management approach and its components</td>
</tr>
<tr>
<td>103–3</td>
<td>Evaluation of the management approach</td>
</tr>
<tr>
<td>301–1</td>
<td>Materials used by weight or volume</td>
</tr>
</tbody>
</table>

## GRI 302: ENERGY

This material references Disclosures 103-1 to 103-3 from GRI 103: Management Approach 2016 and GRI 302-1, 302-2 and 302-3 from GRI 302: Energy 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Explanation of the material topic and its Boundary</td>
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<tr>
<td>103–2</td>
<td>The management approach and its components</td>
</tr>
<tr>
<td>103–3</td>
<td>Evaluation of the management approach</td>
</tr>
<tr>
<td>302–1</td>
<td>Energy consumption within the organization</td>
</tr>
</tbody>
</table>

## Electricity Consumption

<table>
<thead>
<tr>
<th></th>
<th>Total electricity</th>
<th>25,449,152 kWh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total district thermals</td>
<td>384,475 kWh</td>
<td></td>
</tr>
<tr>
<td>District cooling</td>
<td>96,112 kWh</td>
<td></td>
</tr>
<tr>
<td>District heating</td>
<td>288,363 kWh</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total fuels</th>
<th>3,314,881 kWh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total district thermals</td>
<td>3,314,881 kWh</td>
<td></td>
</tr>
<tr>
<td>District cooling</td>
<td>2,700,980 kWh</td>
<td></td>
</tr>
<tr>
<td>District heating</td>
<td>471,407 kWh</td>
<td></td>
</tr>
<tr>
<td>Petrol</td>
<td>142,494 kWh</td>
<td></td>
</tr>
</tbody>
</table>

b) Total renewable energy: 1,804,355 kWh
### Energy consumption within the organization

<table>
<thead>
<tr>
<th>Energy Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total electricity</td>
<td>25,449,152 kWh</td>
</tr>
<tr>
<td>Total district thermals</td>
<td>384,475 kWh</td>
</tr>
<tr>
<td>District cooling</td>
<td>96,112 kWh</td>
</tr>
</tbody>
</table>

e) Total energy: 30,952,862 kWh

f) This environmental performance summary covers 01/01/19–12/31/20 and focuses on Poly’s environmental performance over the period stated. 2019 has been selected as the base year for reporting as this represents the first period where combined Poly data from Poly’s previous entities (Polycom & Plantronics) has been calculated.

Data has been collected from the entity's utility bills and meter reads from site teams, as well as third-party supplier information. The absolute values represent total energy consumption in the period described.

**Intensity Values:** Energy intensities have been calculated by using Floor Area (ft²) to normalize consumption and emissions. All energy types consumed at premises within the organization have been included in the intensity ratio.

**Estimations:** Data is collected from a number of sources for the purpose of environmental performance reporting. These include utility bills and meter reads from site teams. Where data is missing, data has been estimated based on data already received for a property. In this disclosure, estimation refers to where missing data has been estimated, not to whether the underlying data itself is based on estimated source.

g) DEFRA 2020 & IEA 2020

### Energy consumption outside of organization

a) Not reported

b) This environmental performance summary covers 01/01/19–12/31/20 and focuses on Poly’s environmental performance over the period stated. 2019 has been selected as the base year for reporting as this represents the first period where combined Poly data from Poly’s previous entities (Polycom & Plantronics) has been calculated.

Data has been collected from the entity’s utility bills and meter reads from site teams, as well as third-party supplier information. The absolute values represent total energy consumption in the period described.

**Emissions:** Carbon emission factors from DEFRA 2019, DEFRA 2020, IEA 2019, and IEA 2020 have been used to produce this report. The emissions are calculated as tonnes of CO₂ equivalent.

**Intensity Values:** Energy and GHG intensities have been calculated by using Floor Area (ft²) to normalize consumption and emissions. All energy types consumed at premises within the organization have been included in the intensity ratio. The greenhouse gas emissions ratio is based on Scope 1 and 2 emissions.
Energy consumption outside of organization

**Estimations:** Data is collected from a number of sources for the purpose of environmental performance reporting. These include utility bills and meter reads from site teams. Where data is missing, data has been estimated based on data already received for a property. In this disclosure, estimation refers to where missing data has been estimated, not whether the underlying data itself is based on estimated source.

c) DEFRA 2020 & IEA 2020

Energy intensity

a) 15.3 kWh / ft² / yr
b) ft²
c) All
d) The ratio uses the consumption within the organization

### GRI 305: EMISSIONS

This material references Disclosures 103-1 to 103-3 from GRI 103: Management Approach 2016 and GRI 305–1 and 305–4 from GRI 305: Emissions 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.17</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.17–18</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.18</td>
</tr>
</tbody>
</table>
| 305–1      | a) 670 tonnes CO₂e  
b) CO₂e  
c) N/A  
d) 2019  
e) DEFRA 2020 & IEA 2020  
f) & g) This environmental performance summary covers 01/01/19 –12/31/20 and focuses on Poly’s environmental performance over the period stated. 2019 has been selected as the base year for reporting as this represents the first period where combined Poly data from Poly’s previous entities (Polycom & Plantronics) has been calculated.  
The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1 and 2 emissions. Data has been collected from the entity’s utility bills and meter reads from site teams, as well as third-party supplier information.  
The consolidation approach for emissions is based on operational control.  
The absolute values represent total energy, carbon and water consumption in the period described.  
**Emissions:** Carbon emission factors from DEFRA 2019, DEFRA 2020, IEA 2019 and IEA 2020 have been used to produce this report. The emissions are calculated as tonnes of CO₂ equivalent. |
### Direct (Scope 1) GHG emissions

**Estimations:** Data is collected from a number of sources for the purpose of environmental performance reporting. These include utility bills and meter reads from site teams. Where data is missing, data has been estimated based on data already received for a property. In this disclosure, estimation refers to where missing data has been estimated, not to whether the underlying data itself is based on estimated source.

### Energy indirect (Scope 2) GHG emissions

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>11,712 tonnes CO₂ emissions</td>
</tr>
<tr>
<td>b)</td>
<td>N/A</td>
</tr>
<tr>
<td>c)</td>
<td>CO₂e</td>
</tr>
<tr>
<td>d)</td>
<td>2019</td>
</tr>
<tr>
<td>e)</td>
<td>DEFRA 2020 &amp; IEA 2020</td>
</tr>
<tr>
<td>f)</td>
<td>This environmental performance summary covers 01/01/19–12/31/20 and focuses on Poly’s environmental performance over the period stated. 2019 has been selected as the base year for reporting as this represents the first period where combined Poly data from Poly’s previous entities (Polycom &amp; Plantronics) has been calculated.</td>
</tr>
<tr>
<td></td>
<td>The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1 and 2 emissions. Data has been collected from the entity’s utility bills and meter reads from site teams, as well as third-party supplier information.</td>
</tr>
<tr>
<td></td>
<td>The consolidation approach for emissions is based on operational control.</td>
</tr>
<tr>
<td></td>
<td>The absolute values represent total energy, carbon and water consumption in the period described.</td>
</tr>
<tr>
<td><strong>Emissions:</strong></td>
<td>Carbon emission factors from DEFRA 2019, DEFRA 2020, IEA 2019 and IEA 2020 have been used to produce this report. The emissions are calculated as tonnes of CO₂ equivalent.</td>
</tr>
<tr>
<td><strong>Intensity Values:</strong></td>
<td>Energy and GHG intensities have been calculated by using Floor Area (ft²) to normalize consumption and emissions. All energy types consumed at premises within the organization have been included in the intensity ratio. The greenhouse gas emissions ratio is based on Scope 1 and 2 emissions.</td>
</tr>
<tr>
<td><strong>Estimations:</strong></td>
<td>Data is collected from a number of sources for the purpose of environmental performance reporting. These include utility bills and meter reads from site teams. Where data is missing, data has been estimated based on data already received for a property. In this disclosure, estimation refers to where missing data has been estimated, not to whether the underlying data itself is based on estimated source.</td>
</tr>
</tbody>
</table>

### GHG emissions intensity

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>6.36 kgCO₂e / ft² / year</td>
</tr>
<tr>
<td>b)</td>
<td>ft²</td>
</tr>
<tr>
<td>c)</td>
<td>Scope 1 and 2 only</td>
</tr>
<tr>
<td>d)</td>
<td>CO₂e</td>
</tr>
</tbody>
</table>
**GRI 307: ENVIRONMENTAL COMPLIANCE**

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 307–1 from GRI 307: Environmental Compliance 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.20–21</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.20–21</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.20–21</td>
</tr>
<tr>
<td>307–1</td>
<td>b) No non-compliance with environmental laws and/or regulations in terms of total monetary value of significant fines, total number of non-monetary sanctions, and cases brought through dispute resolution mechanisms was identified in the reporting period.</td>
</tr>
</tbody>
</table>

**GRI 403: OCCUPATIONAL HEALTH & SAFETY**

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 403–8 to 403–10 from GRI 403: Occupational Health & Safety 2018.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.37</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.37</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.37–40</td>
</tr>
</tbody>
</table>
| 403–8      | a) Yes  
  i. 8,445 Employees @ 100%  
  ii. 0 Contractors @ 0%  
  iii. 0 Contractors @ 0%  
  b) Contractors are excluded. It is the responsibility of the contract company to provide safety training.  
  c) N/A |
### 403-9 Work-related injuries

#### a) Employees

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatalities as a result of work-related injury</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>High-consequence work-related injuries (excluding fatalities)</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Recordable work-related injury</td>
<td>17</td>
<td>N/A</td>
</tr>
<tr>
<td>Main types of work-related injury</td>
<td>Slips and trips</td>
<td></td>
</tr>
<tr>
<td>Number of hours worked</td>
<td>17,565,600</td>
<td></td>
</tr>
</tbody>
</table>

#### b) Contractors

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatalities as a result of work-related injury</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>High-consequence work-related injuries (excluding fatalities)</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Recordable work-related injury</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Main types of work-related injury</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Number of hours worked</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

#### c) Spills on floors or tripping hazards; working from heights; unguarded machinery and moving machinery parts; electrical hazards.

i. Most hazards are commonly observed during on-the-job assessments.

ii. None of these hazards have caused or contributed to high-consequence injuries during the reporting period. The injuries recorded have been minor, requiring basic first aid, or were related to an employee’s medical condition. There is no evolving pattern.

iii. Post-incident an investigation is conducted, and any identified risk or hazard is corrected to remove the future risk entirely.

d) N/A  
e) N/A  
f) Contractors were excluded as it is the responsibility of the contract company to provide safety training.  
g) N/A
### GRI 404: TRAINING AND EDUCATION

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 404–2 from GRI 404: Training and Education 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.41</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.41–43</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.41–43</td>
</tr>
</tbody>
</table>
| 404–2      | a) Poly CSR Report 2020, p.43  
              b) Poly CSR Report 2020, p.43 |

### GRI 405: DIVERSITY AND EQUAL OPPORTUNITY

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 405–1 from GRI 405: Diversity and Equal Opportunity 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.31</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.31</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.32–36</td>
</tr>
<tr>
<td>405–1</td>
<td>b) Poly CSR Report 2020, p.36</td>
</tr>
</tbody>
</table>
### GRI 409: FORCED OR COMPULSORY LABOR

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 409–1 from GRI 409: Forced or Compulsory Labor 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.26</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.27</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.27–28</td>
</tr>
</tbody>
</table>
| 409–1      | a) Poly CSR Report 2020, p.27–28  
              b) Poly CSR Report 2020, p.27–28 |

### GRI 414: SUPPLIER SOCIAL ASSESSMENT 2016

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 414–1 from GRI 414: Supplier Social Assessment 2016.

<table>
<thead>
<tr>
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<th>Reference</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.27</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.27–28</td>
</tr>
<tr>
<td>414–2</td>
<td>c) Poly CSR Report 2020, p.28</td>
</tr>
</tbody>
</table>

### GRI 418: CUSTOMER PRIVACY

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 418–1 from GRI 418: Customer Privacy 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly CSR Report 2020, p.29</td>
</tr>
<tr>
<td>103–2</td>
<td>Poly CSR Report 2020, p.29</td>
</tr>
<tr>
<td>103–3</td>
<td>Poly CSR Report 2020, p.29</td>
</tr>
</tbody>
</table>
| 418–1      | a) Zero substantiated complaints received concerning breaches of customer privacy.  
              b) Zero identified leaks, thefts, or losses of customer data. |