CONTENTS

WELCOME FROM OUR PRESIDENT AND CEO 3

ABOUT US 5

OUR STRATEGY: USING OUR FORCE FOR GOOD 8

MATERIALITY AND STAKEHOLDER ENGAGEMENT 13

CULTURE AND GOVERNANCE 18

LOW CARBON SOLUTIONS 24

SAFE AND SECURE FOR ALL 33

DESTINATION EMPLOYER 39

ABOUT THIS REPORT 53

GRI CONTENT INDEX 54
Refocusing Amid Disruption

As President and CEO of Poly, I have had a lot to reflect on this year. The ongoing response to the pandemic, supply chain challenges, and the impact of natural disasters on our people and the communities where we live and work have made for a disruptive year. Together, we faced these challenges, which impacted our ability to deliver some of our business-related objectives, but we continue to push forward because it’s the right thing to do. We know we are part of a larger global community and make decisions as good stewards of the earth, its resources, and its people.

At Poly, we believe that work is no longer a place, it’s what you do and how you do it. We connect people, technology, and spaces to transform inequitable hybrid interactions wherever, whenever. This year has only reinforced that mission, especially with the pandemic accelerating digital transformation. We continue to need human connection and equitable working experiences as we serve and support those around us. Despite all the challenges, we continue to move forward, demonstrating our commitment to stakeholders and delivering for our customers.
Now in our third year of the Sustainability Report, we are maturing in our approach to Environment, Social and Governance (ESG) reporting and demonstrating progress to deliver on our “Using Our Force for Good” Sustainability Strategy. In particular, we are honing our efforts in the areas that presented challenges last year but will continue to do our part to address other global issues such as climate change and social inequality.

I am proud to report that Poly has achieved key targets for external verification of emissions on Scopes 1 and 2, and we’ve used what we learned these past two years to adapt and grow as a business, changing the ways we work for the better. This year, we have commenced work on our net zero assessment to establish a clear near-term and long-term roadmap aligned to limiting global warming to 1.5°C, committing to a net zero achievement across all emission scopes by 2050.

As responsible corporate citizens, we continue to prioritize worker health and well-being across our operations and have launched new programs and diversity targets. Poly is well positioned to make a positive, lasting change in the world, and it is our responsibility to ensure we make it happen. We will do this by holding ourselves accountable for the impact our business makes socially and environmentally every step of the way.

It’s been a challenging year, and we have a long way to go. Still, I am pleased with how far we have come and the ambitious goals we set. We’ve done a great deal to reprioritize our Sustainability Strategy and align with internationally recognized global standards, such as the UN Sustainable Development Goals and reporting to the Global Reporting Initiative (GRI) “Core” standard, to drive our future performance and success. I’m happy to share our progress with you and look forward to our future.

Dave Shull
President and Chief Executive Officer

Formerly known as our CSR Report.
ABOUT US

We are Poly. We are a global communications company that powers meaningful human connection and collaboration. We are passionate about creating equity between those who are in the room and those who aren’t. We create products to help our customers overcome the distractions, complexity, and distance that make communication in and out of the workplace challenging. We combine legendary audio expertise with powerful video and conferencing capabilities to create products that are out-of-this-world. So much so, that Neil Armstrong and Buzz Aldrin ventured 240,000 miles to the moon with our headsets in 1969.

Since then, the last five decades have seen the rise of the digital age, and we know our products need to be of the highest quality so our customers can have their meetings, conference calls, or catch-ups anywhere, at any time. By following our Leadership Principles, we are raising the bar within how we work.

We care about bringing everyone together through our products. From our employees at our manufacturing and research facility in Tijuana, Mexico, to our suppliers and customers across the globe, we connect people, technology, and spaces.

We call San Jose and Santa Cruz, California home, but we’re most definitely citizens of the world. Poly employs over 6,600 people across 63 locations. Our headsets, desk phones, video conferencing solutions and services, in conjunction with our alliance partner’s platform, are a leading choice for every kind of workspace: whether in the office, or at home, we make the other side of the world feel like the other side of your desk.

For more information, please visit our website: www.poly.com
POLY BY NUMBERS

6,600+ employees globally

500+ NGOs supported through our Global Giving program

2,060+ patents in force worldwide

$1.7 bn in annual revenue

78% increase in product demand

63 sites across 39 countries

30+ cloud ecosystems rely on Poly products
POLY’S PEOPLE

*Includes 2,935 Manufacturing/Direct Labor employees in our facility in Tijuana, Mexico.

Employment category distribution by gender

- **North America**: 1,489
- **EMEA**: 567
- **APAC**: 825
- **Grand Total**: 6,665

**Female**: 3,213

**Male**: 3,416

**Not Specified**: 36

**Manufacturing/Direct Labor**

<table>
<thead>
<tr>
<th>Category</th>
<th>Female</th>
<th>Male</th>
<th>Not Specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team</td>
<td></td>
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</tr>
<tr>
<td>People Leaders</td>
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<td></td>
<td></td>
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<tr>
<td>Individual Contributors</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing/ Direct Labor</td>
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</tbody>
</table>
OUR STRATEGY:
USING OUR FORCE FOR GOOD
OUR STRATEGY: USING OUR FORCE FOR GOOD

We want to serve and support those around us by holding ourselves accountable for doing the right thing, the right way, every time. In 2020, we produced our Sustainability Strategy,2 “Using Our Force for Good”, after recognizing that we were in a position to make positive, lasting change across our operations and throughout our value chain.

Our Sustainability Strategy considers environmental, social and governance (ESG) issues relevant to Poly. It was developed through extensive internal and external research, alignment to globally recognized frameworks and standards, detailed stakeholder engagement, and a full materiality assessment.

In addition to governance and leadership, the strategy identifies three core pillars:

- Low Carbon Solutions
- Safe and Secure for All
- Destination Employer

2 Previously known as our CSR Strategy.
PERFORMANCE OVERVIEW

We are proud of our progress and our performance against our Sustainability Strategy in 2021.

LOW CARBON SOLUTIONS

• Our Scope 1 and 2 data for all our sites has been externally verified for a second year. This year, we can report a total carbon footprint of 11,092 tCO₂e for our Scope 1 and 2 emissions, which represents an 18% reduction from 2020.

• We have defined our material Scope 3 emissions categories, in line with the Greenhouse Gas (GHG) Protocol, and commenced work on a net zero carbon assessment to help us establish a clear near-term and long-term route map to achieve net zero carbon emissions, aligned with the Science Based Targets initiative Corporate Standard.

• We launched our new takeback scheme, Poly Renew, which exchanges our North American customers’ pre-owned phones for credit towards new Poly devices while diverting products away from landfill by enabling us to reclaim, refurbish, and sell products that are hard to source due to supply chain challenges.

• These are our targets going forward:
  • 100% renewable energy used across all global sites by 2030
  • Carbon neutral for Scope 1 and 2 emissions by 2035
  • Net zero carbon emissions for Scope 1, 2 and 3 by 2050
SAFE AND SECURE FOR ALL

• We published a new Global Human Rights Policy which demonstrates our stance on human rights for all.

• We increased the number of suppliers who go through our due diligence process, increasing those who go through our Level 1 Risk Assessment to 90%.

• We refined our Privacy Management Framework to continue addressing emerging risks relating to data protection and privacy, and focused on enhanced employee awareness education programs to drive awareness and accountability across our organization.

DESTINATION EMPLOYER

• We have made progress in our Inclusion, Diversity, Education and Awareness strategic (IDEA) program, creating our Parent and Caregivers Employee Resource Group, an Accessibility Council, and launching our Advancing Women Executives (AWE) program.

• We set up our Global Health Committee, to consider all things health and safety, created new models of working at Plamex, rolling out initiatives to prevent COVID-19 infections, and promoted the well-being of our employees through the launch of our Peerfit platform.

• We introduced new learning and development programs on our Leadership Principles and increased the uptake of our Manager Essentials course. We also brought back our Global Emerging Talent program for the first time since the COVID-19 pandemic.
In addition to these achievements, we are proud to say we are in line with the GRI Standards “Core” option for the first time.

We know there is more to do, and we continue to review our data, monitoring and measuring processes, and are always looking for improvements. The lasting impacts of the COVID-19 pandemic continued to create disruption for us this year. From supply chain logistics to employee well-being, this has presented challenges that have affected the achievement of some of our sustainability targets. As we focused resources to ensure the business continued to operate at its highest capability, we amended some project timelines such as delaying our Career Development program’s launch until mid-2022.

We are so proud of all we have achieved this year, and already can’t wait to show you what else we have planned for 2022.

UN SUSTAINABLE DEVELOPMENT GOALS

The United Nations’s Sustainable Development Goals (UN SDGs) were adopted by the United Nations in 2015. These 17 Goals, consisting of multiple targets, were developed as a call to action to protect the planet, end poverty, and ensure all people enjoy peace and prosperity by 2030.3

We have mapped our current commitments and objectives against the targets listed within each UN SDG to see which goals we align to. Based on our current commitments, we are aligned to nine out of 17 SDGs. Our Sustainability Strategy most strongly aligns to:

- Goal 5: Gender Equality
- Goal 7: Affordable and Clean Energy
- Goal 12: Responsible Consumption and Production
- Goal 13: Climate Action

3 United Nations Sustainable Development Goals
MATERIALITY AND STAKEHOLDER ENGAGEMENT
MATERIALITY

THE ISSUES THAT MATTER MOST

Our first full materiality assessment, conducted in 2020, helped us understand the relative importance of environmental, social and governance related topics to our business and the associated risks and opportunities.

During this assessment, we engaged internal and external stakeholders through targeted surveys, questionnaires, and interviews. We also conducted further research to understand the internal and external factors which influence Poly’s sustainability agenda. This helped shape our strategy and focused our ambitions on key initiatives and targets across these key areas.

Our Sustainability Strategy concentrates on reporting topics that are considered highest priority (Tier 1) for our business and our stakeholders, as highlighted in our materiality matrix. While these issues make up our strategic and reporting priorities, it is vital for us to communicate, engage, pursue, and monitor the other topics identified through the assessment.

We recognize that business conditions are changing, and in 2022 we will set a timeframe for when we will conduct our next materiality assessment. This will ensure we continue to prioritize and report on sustainability topics most relevant to our business and stakeholders.

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

<table>
<thead>
<tr>
<th>IMPORTANCE TO STAKEHOLDERS</th>
<th>MANAGE, COMPLY, AND MONITOR (TIER 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Leadership diversity and compensation</td>
</tr>
<tr>
<td></td>
<td>• Water in operations</td>
</tr>
<tr>
<td></td>
<td>• Community and economic development</td>
</tr>
<tr>
<td></td>
<td>• Waste in supply chain</td>
</tr>
<tr>
<td></td>
<td>• Water in supply chain</td>
</tr>
<tr>
<td></td>
<td>• Supplier diversity and inclusiveness</td>
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<tr>
<td></td>
<td>• Philanthropy</td>
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<tr>
<td></td>
<td>• Biodiversity and ecosystems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANCE TO BUSINESS SUCCESS</th>
<th>PURSUE FOR BUSINESS VALUE (TIER 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Intellectual property</td>
</tr>
<tr>
<td></td>
<td>• Supply chain labor conditions</td>
</tr>
<tr>
<td></td>
<td>• Materials in product/packaging</td>
</tr>
<tr>
<td></td>
<td>• Voluntary certifications</td>
</tr>
<tr>
<td></td>
<td>• Product environmental benefits</td>
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</tbody>
</table>
STAKEHOLDER ENGAGEMENT

HOW WE CONNECT WITH OUR STAKEHOLDERS

We wouldn’t be where we are today without our great relationships. We are aware that people’s expectations of Poly are evolving, and we need to understand how our business impacts, and is impacted by, our stakeholders. All feedback is helpful so, whether we have positively or negatively impacted our stakeholders, learning about it helps us grow as a company, so we are always ready to listen.

We engage with our stakeholders in the following ways:

<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>
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<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</td>
<td>• Poly Analyst Day</td>
</tr>
<tr>
<td>opinion leaders</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  
• Relationship management meetings with direct suppliers  
• Supplier Quarterly Business Reviews  
• Supplier surveys, audits, and scorecards  
• Supplier Code of Conduct |
SOME OF THE KEY THEMES IDENTIFIED BY OUR STAKEHOLDER ENGAGEMENT IN 2021

- **Supply chain management** — We know that we have a responsibility to ensure that our supply chain is managed in a safe and responsible way. Supply chain management encompasses human rights and the responsible sourcing of materials and minerals. Ensuring the safety and well-being of everyone involved in the production of our products is of critical importance to our employees, our suppliers, and our customers.

- **Climate change risk and opportunity** — We recognize climate change is a financial and operational risk to all businesses and is an important concern for our investors. It can also present opportunity. We have begun our journey to assess Poly’s climate risk and opportunity and are developing future disclosures in line with the Task Force on Climate-related Financial Disclosures (TCFD) framework.

- **Net zero carbon** — At Poly, we are fully committed to playing our part in achieving net zero carbon by 2050. This year, we have continued to have dialogue between our investors and customers to share progress and provide updates on setting targets to achieve net zero carbon. We are working in partnership with our suppliers to address the reduction of carbon emissions across our value chain.

- **Sustainability amongst stakeholders** — Sustainability is increasingly important amongst all our stakeholders. From our customers to our suppliers, our performance on sustainability impacts everyone we encounter. We ensure we continually monitor and assess our performance on sustainability through our ESG Impact Committee, who meet regularly, to ensure that we are addressing the topics important to all our stakeholders throughout our operations.

- **Environmental, social and governance (ESG) amongst investors** — ESG has become an important part of the investment process, with investors using specific ESG criteria to evaluate companies on their sustainability performance. Investors then use this performance data and information to gain a full understanding of which companies to invest in. For this reason, it is important that we demonstrate and report on our performance on the topics which are important to investors.

- **Diversity and inclusion** — We need diverse minds, cultures, and backgrounds to develop the best products and services possible and grow as a company. Diversity and inclusion are embedded into our culture through our strategic Inclusion, Diversity, Education and Awareness (IDEA) program, which engages our employees on diversity throughout Poly. We are committed to improving gender and ethnic representation year-on-year and engaging with our people on how to improve in this area.
CULTURE AND GOVERNANCE

OUR CULTURE
Our culture is built upon the idea that you don’t have to be in the same place to have meaningful interactions. We use our innovative products to collaborate and communicate no matter where you are.

OUR VISION
Total equality between those in the room and those who aren’t.

OUR MISSION
Work is no longer a place, it’s what you do and how you do it. Poly connects people, technology, and spaces to transform inequitable hybrid interactions into beautifully connected and seamless work from anywhere. We deliver the Future of Work.
LEADERSHIP PRINCIPLES

Our Leadership Principles are the behaviors and the habits that we value as a company—they are contracts between all of us, and how we show up for each other. Everyone is a leader at Poly. And these Leadership Principles belong to all of us.

CUSTOMER. CUSTOMER. CUSTOMER.
Customer obsession is everyone’s job. Leaders solve their customers’ problems—big or small. They work closely with customers, channel partners and their teams to deliver innovative solutions.

RAISE THE BAR
Leaders take pride in their work and know details matter. They know that shavings make a pile. They seek every opportunity to relentlessly improve teams, products, and processes.

COMMUNICATE COURAGEOUSLY
Leaders speak with candor but aren’t jerks. They constructively challenge each other to get the best possible outcome or decision. Once a decision is made, leaders fully align and stay aligned.

ONWARD AND UPWARD
Leaders learn from the past but focus on the future. They rapidly adapt to changes in the marketplace. They create solutions that move the company forward with energy, momentum, and results.

TAKE THE LEAP
Speed matters in business. Leaders encourage and require those around them to think strategically and act decisively. Poly values calculated risk taking.

RIDE TOGETHER
We are one team. Leaders do what they say they’ll do, treat each other with respect, have each other’s back, and hold each other accountable.

LEADERS LEAD
Leaders know they are part of a larger global community and make decisions as good stewards of the earth, its resources, and its people.

OWN IT
Leaders know their business, their customers, and their team—inside and out. They don’t sacrifice long-term value and short-term results. Leaders act with integrity, spend money like it’s their own, and put Poly first, over function, role, and self.
GOVERNANCE

POLY CODE OF CONDUCT

Our Code of Conduct guides all our employees across the globe, ensuring we act ethically and with integrity in all our activities. In line with our Leadership Principles, our standards of business conduct require honesty, accountability, integrity, and fairness in working with each other and with our business partners, vendors, investors, and competitors.

This Code, which we updated in November 2021, is a guide which puts our business principles into action. To ensure adherence to the Code of Conduct, all employees must undertake annual education programs to make sure they understand their obligations as a Poly representative. We take any breaches of our Code seriously, making sure that everyone working for or with Poly can alert us to any concerns through our anonymous and confidential Ethics Hotline, EthicsPoint.

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

SUPPLIER CODE OF CONDUCT

Our Supplier Code of Conduct (SCOC) ensures that our suppliers adhere to our high standards.

Our SCOC promotes suppliers to:

• Follow all applicable laws, codes, or regulations of the countries, states, and localities in which they operate
• Uphold the human rights of workers, adopting sound labor practices, and treat their workers fairly
• Maintain environmentally sound processes that meet or exceed all applicable legal requirements
• Create a safe and healthy working environment and put practices in place to prevent accidents and injury to health
• Conduct their businesses in accordance with the highest standards of ethical behavior
• Take appropriate measures to protect the reasonable privacy expectations of personal information of everyone they do business with
GOVERNANCE STRUCTURE

Board of Directors

Nominating and Corporate Governance Committee (NCG)

Other Board Committees
- Audit Committee
- Leadership Development & Compensation

Poly Impact Committees
- ESG Impact Committee
  Cross-functional team champion Poly’s company-wide commitment to ESG performance
- Compliance Impact Committee
  Cross-functional team champion Poly’s company-wide compliance programs and controls and manage compliance risks

Business functions and cross-functional working groups
Responsible for operationalizing initiatives, and implementation of policies, processes, and controls for focus areas

Focus Areas:
- GHG & carbon management
- Sustainable product design
- Responsible sourcing
- Technology & device security
- Ethics & integrity
- Diversity & inclusion
- Talent recruitment & retention
- Data/cyber security
- Employee health & safety
- Human trafficking
- Employee health & safety
- Labor practices
- Environmental compliance
- Trade compliance
- SOX compliance

Employees
Adhere to policies and abide by the Poly Code of Conduct

Supply Chain & Partners
Abide by and enforce the Supplier Code of Conduct

Strong governance and leadership oversight are crucial to ensuring the effective monitoring and management of our risks and opportunities, and the achievement of our sustainability goals.
LEADERSHIP TEAM

Our Executive Vice President and Chief Legal Officer, Lisa Bodensteiner, is ultimately accountable for our sustainability performance. In addition, other Leadership Team members are responsible for the delivery of the three key pillars of our strategy. Our Leadership Team meet quarterly to discuss and review our progress and performance.

OUR SPONSORS

- Low Carbon Solutions — Christine Roberts, Senior Vice President, Global Customer Solutions
- Safe and Secure for All — Grant Hoffman, Executive Vice President, and Chief Supply Chain Officer
- Destination Employer — Kim Mota, Senior Vice President, People

NOMINATING AND CORPORATE GOVERNANCE COMMITTEE

The Nominating and Corporate Governance (NCG) Committee of the Board of Directors is responsible for and oversees all sustainability matters. It is supported and advised by the ESG Impact Committee and reports progress and performance to the Leadership Team for discussion quarterly.

POLY IMPACT COMMITTEE

The Poly Impact Committee consists of senior executives from each business function who meet quarterly to review and advise on significant issues of risk and compliance, including sustainability matters. The Poly Impact Committee includes members of the global legal and compliance functions and plays a key role in identifying, understanding, and embedding sustainability risks into our enterprise risk management system. The Poly Impact Committee reports quarterly to the Chief Legal Officer and other executive leaders to discuss and recommend improvements to sustainability initiatives and progress towards company goals.
ESG IMPACT COMMITTEE

The ESG Impact Committee is an interdepartmental team consisting of representatives from Supply Chain, Global Product and Environmental Compliance, Investor Relations, Workplace Solutions, Legal, Marketing, HR, Facilities, and IT security. The group meets monthly and works to progress our Sustainability 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 sustainability initiatives across the business.

WORKING GROUPS

To assist progress in key areas of our Sustainability Strategy, we have set up working groups in carbon management, sustainable design and customer solutions, a responsible supply chain, a Global Health Committee, 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 and monitor the performance on the ground by building topic knowledge, developing resources and support for implementation, and engaging functions and teams across the business. As subject matter experts, they will also play a key role in reviewing and evolving future plans and strategies.
LOW CARBON SOLUTIONS

Poly's Plamex solar powered facility — Tijuana, Mexico
RISING TO THE WORLD’S BIGGEST CHALLENGE

Climate change is the defining challenge of the 21st century and we’re committed to playing our part in the transition to a low carbon economy, both in the way we run our business and through the technology we provide.

Our products reduce the need for unnecessary business travel and the carbon emissions associated with it. However, we are aware that carbon emissions are still present in everything we do. Our Environmental Policy sets out our commitment to preventing environmental harm, pollution, and carbon emissions. We are strengthening this by measuring, monitoring, and reducing our global Scope 1, 2 and 3 emissions, while also ensuring this data is accurate and substantiated.

In 2021, we defined our material Scope 3 emissions categories, in line with the Greenhouse Gas (GHG) Protocol. We also commenced work on our net zero carbon assessment to help us establish a clear near-term and long-term route map to achieve net zero carbon emissions for Scope 1, 2 and 3 which will be aligned to the Science Based Targets initiative (SBTi) Corporate Standard. We are committed to aligning with SBTi and, in 2022, we are starting the registration process.

Following our recently conducted net zero carbon assessment, in 2022 we will start work on our Net Zero Carbon Strategy. This will set out carbon emissions reduction targets from direct and indirect activities in line with limiting global warming to 1.5°C. We have set three ambitious targets which will shape our Net Zero Carbon Strategy. They are:

- **100% renewable energy used across all global sites by 2030**
- **Carbon neutral for Scope 1 and 2 emissions by 2035**
- **Net zero carbon emissions for Scope 1, 2 and 3 by 2050**
From our strategy, we will produce an ambitious and evolving action plan which will cover carbon emissions from direct operations, products, services, and across our value chain. We are already building our internal resource to deliver and manage our net zero carbon programs. We have invested in specialist Life Cycle Assessment (LCA) resources and appointed a dedicated Supply Chain ESG Manager to facilitate engagement with the supply chain on environmental targets.

Going forward, we aim to use these Life Cycle Assessments to identify opportunities for emissions and materials reductions and drive these into future product designs. This will support us in reducing waste and energy use across our operations and help our customers reduce their Scope 3 emissions. We will also start to build more sustainability into our decision-making by undertaking more Life Cycle Assessments for our products.

**CARBON EMISSIONS AND ENERGY USE**

This year, as part of the development of our Net Zero Carbon Strategy, we have reviewed Scope 1, 2 and 3 GHG emissions arising from our direct and indirect operations. Scope 1 covers direct emissions resulting from Poly’s operations. Scope 2 are indirect emissions resulting from the generation of purchased energy for our operations. Scope 3 emissions include all other indirect emissions which occur within our value chain.

The most significant part of our Scope 1 and 2 emissions is the energy used by our manufacturing operations and office locations. Plamex, our manufacturing facility in Tijuana, Mexico is the most significant contributor to our Scope 1 and 2 carbon emissions; however, it also utilizes one of the largest solar panel installations in Latin America.

Significant changes in real estate, with the opening of six new sites, and the closing of nine locations globally, has contributed to a change in our carbon emissions this year. We continue to regularly review our agile working conditions and real estate.

To further support carbon reduction plans, we have established CO₂ Reduction Teams. These teams are interdepartmental and include members from our Workplace Solutions (WPS), Travel and Supply Chain departments. The teams aim to identify ways we can avoid carbon emissions and report their findings to our ESG Impact Committee who will monitor and evaluate progress.

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4 Adapted from the [Greenhouse Gas Protocol](https://www.wbc.org/greenhouse-gas-protocol)
OUR PERFORMANCE

In 2020, we reported a carbon footprint calculation of 12,382 tCO₂e. We are always looking to obtain more accurate performance-led data. In 2021, we were able to capture further information from our AMER sites. As a result of this, we retrospectively applied the emissions calculations to our 2020 carbon footprint, which is now reported at 13,467 tCO₂e. This recalculation reflects a more accurate picture of our carbon footprint and our year-on-year consumption trends.

Using this approach for 2021, we can report a carbon footprint of 11,092 tCO₂e for our Scope 1 and 2 emissions. Our Scope 1 and 2 data for all our sites has been externally verified for a second year and represents a reduction from 13,467 tCO₂e in 2020. In addition to the 18% reduction in our carbon footprint, we also achieved a 7% reduction in our total energy usage across our operations.

<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>488</td>
<td>7,216</td>
<td>7,704</td>
</tr>
<tr>
<td>APAC</td>
<td>0</td>
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<tr>
<td>EMEA</td>
<td>182</td>
<td>876</td>
<td>1,058</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>670</strong></td>
<td><strong>10,422</strong></td>
<td><strong>11,092</strong></td>
</tr>
</tbody>
</table>

These reductions show that we are taking steps in the right direction towards our long-term net zero carbon targets. We are proud of the progress we have made and we will continue to take further actions in the reduction of our energy usage and carbon emissions.

In 2022, we will start preparing our Net Zero Carbon Strategy to provide a clear pathway to achieve our target of net zero carbon emissions by 2050, aligned with the SBTi. Following on from our net zero carbon assessment, the Strategy will include Scope 3 emissions calculations, following best practice in alignment with the GHG Reporting Protocol. This showcases our ambitious net zero trajectory. We have also laid out plans to register our emissions reporting to CDP and begin the journey towards disclosing in line with the Task Force on Climate-related Financial Disclosures (TCFD).
ENERGY EFFICIENCY IN PLAMEX

Our Plamex manufacturing facility is at the core of our operations. Since 2007, Plamex has been certified to ISO 14001 for Environmental Management Systems to help manage the environmental impact of our manufacturing operations. We have achieved recertification for the 15th year in a row, supporting us in the continual improvement of our environmental performance.

In 2021, we accelerated our decarbonization efforts at Plamex with the implementation of a targeted carbon monitoring and reduction program as part of a wider sustainability initiative at the facility. The solar roof installation, one of the largest in Latin America, helped reduce our carbon footprint by 9,574 tCO₂e. This is equivalent to 238,925 trees being planted, or 1.05 million gallons of petrol saved. To support the maintenance of our solar panels, our facilities team has implemented a new cleaning regime to optimize the energy generation of our solar panels.

We also undertook a large-scale, energy-saving project to replace fluorescent lighting with LEDs within the production area at Plamex as part of our continual improvement. We replaced 1,325 lights across an area of 121,180 m². In total, we achieved a 55% reduction of energy consumption within the production area, equating to 255,598 kWh. This also equals:

- 4% reduction of Plamex’s annual energy consumption
- 148 tCO₂ avoided

We are proud of our achievements at Plamex but know we have more to do. We have identified more energy-saving opportunities at Plamex, which we aim to utilize in 2022.

CLIMATE RESILIENCE

Poly has already been directly affected by the impacts of climate change. In 2021, Poly’s sites in Santa Cruz, California and Westminster, Colorado had to be temporarily closed due to forest fires. We recognize we need to assess and manage the risks presented by climate change to our direct operations and supply chain and are working on developing mitigation and adaptation strategies in line with the TCFD and CDP guidance utilizing climate change scenario planning to review and manage potential physical and transition risks.

We’re also delighted to be able to offer solutions in tackling climate change; our products provide high-quality connectivity to people and teams around the globe, negating the need for travel.
MAINTAINING HIGH STANDARDS

We hold ourselves to an incredibly high standard from a product development perspective. We want to surpass our customers’ expectations and ensure our products continue to meet their current and future needs.

We achieve this through our key policies and processes which include:

- Poly Environmental Policy
- Supplier Environmental Requirements
- Component Qualification for Part Approval Request (PAR)
- Hazardous Substances Specification
- Purchasing and Supplier Management

These policies and processes are maintained and governed by our Director of Global Compliance. They are monitored by our Compliance department who drive internal specifications, collate and then apply them to our products within the development stage.

Any components that do not meet our standards are not approved and cannot be purchased or used in any of our products. We undertake a controlled process for the approval of parts, which is outlined in the Purchasing and Supplier Management document. Once this has occurred, our Agile Product Lifecycle Management (PLM) software undertakes the Part Approval Request (PAR) process. Following this, one of our trained Environmental Compliance Managers undertakes a review of all Restriction of Hazardous Substances documentation and then approves the part. We ensure continuing compliance of all product parts in our Santa Cruz, Tijuana, and Suzhou facilities on a regular basis through periodically testing incoming materials.

We always strive for full compliance with all the relevant local laws and obligations across the globe, and in 2021 we have had no incidents of non-compliance during the reporting period.
SUSTAINABLE PRODUCT DESIGN

At Poly, we are committed to minimizing waste through the sustainable design of our products and packaging.

We aim to minimize emissions in our operations and through our supply chain, and most importantly, build sustainability into the design of our products. Sustainable design is about ensuring that a product is produced and used in its most efficient way throughout its life cycle. No product can be truly sustainable. However, measures can be taken to reduce its environmental impact.

This year, we have invested in specialist LCA resources to build these assessments into the design process of every new Poly product. However, component shortages have often meant resources have been focused on redesigning products to fulfill customer demand over sustainability improvements. We understand that using more sustainable materials is important to our stakeholders, and work is ongoing to identify these alternatives. We want to have a more circular focus on our products, looking at recycled materials within our products, as well as looking at their recyclability.

In 2022, we want to identify less carbon-intensive materials for at least two of our products.

In addition, we plan to complete more LCAs of our product catalog with our new dedicated resources, with the intention of calculating the energy usage of all Poly devices. These calculations will allow us to better inform our customers of greener ways to use Poly’s products.

POLY RENEW

In 2021, we actively engaged with our employees on their innovative ideas, receiving over 135 submissions. We brought one of these to life through the launch of our Poly Renew program. Through Poly Renew, we collect North American customers’ pre-owned phones in exchange for credit towards new Poly devices including phones, headsets, and voice and video options. This diverts products away from landfill and has enabled us to reclaim, refurbish, and sell products that are hard to source due to supply chain challenges. It has also helped customers in the USA and Canada prepare to return to their offices.
PACKAGING DESIGNED TO REDUCE OUR ENVIRONMENTAL IMPACT

Our packaging designs follow global best practice metrics from the Sustainable Packaging Coalition as guidelines to drive continuous improvement. To ensure that our operations remain of the highest quality, our dedicated packaging team in Plamex are responsible for the selection of materials. They consider the environmental trends and generate environmental specifications for each finished packaged product. This process is evaluated every year, when our packaging team undertake a full environmental analysis of our products and packaging.

We are committed to more sustainable efforts surrounding our packaging components. We aim to maximize the product packaging ratio, maintaining high percentages of recycled content per unit, and higher renewable material per unit. While we don’t have any specific targets at present, we aim to set these targets around recycled content in our packaging once other environmental programs have been established, such as our Net Zero Carbon Strategy.

In 2021, we continued our progress on reducing plastics in our packaging, with our paper molded pulp trays now being used on our Voyager and Blackwire models. We also removed plastic delivery bags from our Blackwire headsets. This helped maximize our product-to-packaging ratio by decreasing the amount of packaging within the whole product. We also reduced the size of primary packaging for our Poly Studio P5. This meant we were able to transport more units per pallet, while still providing extensive protection for the product in transit. The success of this initiative meant we removed inner boxes from all new products, which has led to a 10% optimization per pallet shipped. Unfortunately, due to design restrictions, we were unable to remove plastic bags and labels from our Enterprise products; this is something we are looking to continually improve upon in the coming years.
REDUCING UNNECESSARY TRAVEL

As was the case in 2020, this past year has seen us settle into our new working habits as the COVID-19 pandemic continued to have a significant impact on world travel. We have been able to demonstrate to clients the value of our products with live demonstrations from our desks.

This has resulted in a reduction of carbon emissions from our business travel. Our carbon footprint related to travel continued to remain at its lowest for a second year running. This halt to travel has proven educational for Poly, and our Senior Leadership Committee has issued a statement about unnecessary travel and how we are going to change going forward.

That is not to say that travel will remain at these suppressed levels. Some travel will be necessary for our business, and we expect the emissions resulting from this to increase in 2022; but the lessons learnt from these past two years have led us to commit to only traveling when necessary, and with the environment in mind.
SAFE AND SECURE FOR ALL
PROTECTING PEOPLE AND STANDING UP FOR HUMAN RIGHTS

Human rights and fundamental freedoms have the utmost priority in a people-centric business such as ours. In an emerging digital economy, where our technology is being used to connect people all over the world, it’s essential to consider the implications of our new connectivity. How do we ensure that data is secure? And how do we protect the rights of people working in our supply chain, making our products? Our goal is to keep people safe, protect their privacy, and promote human rights and civil liberties. That is our duty, and we take it very seriously.

This year has presented its challenges, demanding agility from our people and processes. To overcome these challenges and protect people throughout our value chain, we rely on global standards and best practices, such as the Responsible Business Alliance (RBA) and International Organization for Standardization (ISO).

We are always seeking to improve our understanding and oversight of our supply chain risks and we promote conflict-free sourcing through our membership to the Responsible Minerals Initiative. The security of our products also extends to protecting our customers’ privacy rights. Therefore, we ensure that our products, solutions, and services have security built into them, and we are transparent about our data collection practices.

Our commitment to all of this is embedded within our new Global Human Rights Policy.
SUPPLY CHAIN HUMAN RIGHTS

We fully understand that as a global company overseeing the employment of thousands, we have a responsibility to ensure the upholding of human rights for every individual involved in our activities.

The worldwide shortages and global logistical issues due to the response to the COVID-19 pandemic have placed immense pressure on supply chains across our industry. With increased demand and labor shortages, we knew this created a risk to human rights within our supply chain. Our Chief Supply Chain Officer, Grant Hoffman, appointed the Supply Chain Strategy team with resources to adhere to ESG best practices. This new team has a dedicated Supply Chain ESG Manager to make sustainability issues a critical focus within our supply chain operations.

This year we focused on strengthening our procedures surrounding supply chain management and due diligence of suppliers. We expect all our suppliers to uphold the human rights of workers, adopt sound labor practices, and treat their workers fairly by adhering to our SCOC, which is based on the Responsible Business Alliance (RBA) Code of Conduct. The SCOC is reviewed periodically and places the principles of equality, fairness, and freedom front and center, and expressly prohibits the use of modern slavery.

Internally, we carry out awareness-raising initiatives on sustainability issues for the supply chain organization. Communicated through monthly newsletters, these initiatives focus on the importance of supply chain risk assessments, as well as overall strategy, targets, and results.

Note: Level 1 Risk rating does not indicate actual or observed risks, it indicates potential for risk.

OUR PERFORMANCE

We continue to follow the RBA guidance to perform due diligence across our supply chain. This process follows a three-phase risk assessment approach for conducting responsible business.

First, we utilize RBA’s Risk Assessment Platform (Level 1 Internal Risk Assessment) to rate each supplier site which may have inherent geographical risks and commodity type risks, based on a high-quality risk analysis. Scores are weighted by geography, sector and commodity offering, and spend. Risk levels are then determined based on available audit data and reports by international entities such as the United Nations, US Department of State, International Labor Organization, and the European Union. 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 “confidence scores” being provided for each rating.

From there, we then engage a percentage of our suppliers (by spend) to undertake the Level 2 RBA Self-Assessment Questionnaires (SAQ).

In 2021, we engaged more of our supply chain through the RBA’s tools and methodology, with 90% of suppliers (by spend) going through the Level 1 Risk Assessment. This demonstrates an increase from 80% of suppliers engaged in 2020.
With the results of the Risk Assessment Platform and SAQ, we categorized our suppliers as high, medium, or low risk and subjected a percentage of them to the Level 3 RBA Validated Assessment Program (VAP). From these audits, we can see if any of our suppliers require any corrective actions and support them to facilitate these actions.

Following a VAP audit, any priority corrective actions identified need to be implemented by the suppliers in line with the RBA’s audit process. We work with our suppliers to help them remedy priority issues they may face and look for feedback on the assessment process, where possible.

From there, we investigated our highest spend, “high-risk” suppliers identified by the platform and engaged them through the RBA-Online system to further understand their risk status. Due to the collective power of the RBA, we were able to access results from suppliers who had already conducted the VAP, while others were requested to undergo the audit by Poly. This resulted in quick assurance of responsible business practices and reduced audit fatigue across our supply chain.

In 2021, 50% of high-risk supplier facilities were audited against the RBA VAP. In total, 9 VAP audits were conducted and we intend to expand our audit functions across our supply chain. This ambition is in line with our Supply Chain Strategy which will be implemented by our newly appointed Supply Chain ESG Manager.

In 2022, we will further engage Poly suppliers with Self-Assessment Questionnaires, and focus on the RBA process over the coming year. We are still on track to achieve our goal of reaching “Regular” membership with the RBA by the end of CY22. This will further strengthen our value chain management processes to include annual risk assessment, audit, and continual improvement actions for suppliers.

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 on track to increase our membership with the RBA to “Regular” membership by the end of 2022.

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

We are committed to ensuring that all our materials are sourced responsibly and safely. We have maintained our membership with the Responsible Mineral Initiative (RMI) and participate in their Responsible Minerals Assurance Process (RMAP), which allows us to verify which smelters and refiners have systems in place to ensure that their mineral sourcing is responsible, and in line with current global standards. We also participate in the RMI’s Cobalt Reporting Template, which has allowed us to undertake the necessary due diligence on our battery suppliers. The CRT process enables us to identify pinch points within our supply chain. In 2021, we formalized our acknowledgement of the Democratic Republic of the Congo conflict-free sourcing of parts and products suppliers to Poly, in our Code of Conduct.

For more information, our webpage includes our latest Conflict Minerals Disclosure and Report filings with the United States Securities and Exchange Commission.

DEVICE SECURITY AND DATA PRIVACY

Information security is a critical part of our organization. We are continually looking for ways to improve the security and safety of our customers’ information through our secure video, voice, and content solutions. The Poly Security Office ensures that all information is secure and safe through the maintenance of our Information Security Management System (ISMS). Our ISMS is a robust management system which safeguards all data processed at Poly and is certified to international standard ISO 27001 for cyber and information security. It covers people, processes, and technologies used to provide unified communication and collaboration services and solutions to employees and customers.

We undertake regular cyber security assessments, both internally and externally, through a third party, and monitor our ISMS’ effectiveness, and assess opportunities for continuous improvement. If incidents or complaints surrounding data security arise, our Poly Security Office promptly investigates the reported anomalies and suspected breaches throughout the enterprise. Our team works proactively with our key stakeholders to identify security issues and implements updates to the ISMS to ensure continual improvement. We also review and update our Privacy Policy at regular intervals or when necessary.
In addition, we have other policies and measures to help mitigate risk such as:

- 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

In 2021, we refined our Privacy Management Framework to continue addressing emerging risks relating to data protection. 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.

We are pleased to report that we did not identify any substantiated complaints from outside parties or regulatory bodies during the reporting period.

For further information on our approach, please visit our webpage to access our security and privacy white papers.

**SECURITY BY DESIGN**

Security is embedded into all our products by design. Our layered defense-in-depth approach is designed to protect information in products and systems from unauthorized processing. System hardening and system integrity checks across the company and within all our products act like armor and reduce the attack surface within Poly products. From a software perspective, we follow a secure software development life cycle which emphasizes security throughout the product development process, while simultaneously placing significant emphasis on risk analysis and vulnerability management.
DESTINATION EMPLOYER
A PLACE TO BE AUTHENTICALLY AMAZING

At Poly, our focus is connecting people through our products. By enabling human connection within our company, we can promote human connection outside of it. We aspire to attract and retain the most talented employees and become a destination employer.

We strive to help people feel proud of who they are, how they think, and where they come from. We want our workspaces, whether that is from home or from the office, to reflect our ambitions of fostering a diverse, inclusive, equitable, and accessible workplace. An environment where we promote good health, safety, and well-being. A place where our employees can unlock their full potential.

In 2021, we asked our people what they thought of our culture and environment at Poly. This survey showed that:

- Over 90% identify our leadership as highly supportive and consultative
- Over 90% believe there is an open and trusting environment
- Over 80% believe we are performing well in talent recruitment and development
THE POWER OF MANY. MANY PEOPLE. MANY BACKGROUNDS. MANY MINDS.

Poly powers human connection. And to do that we need the greatest minds to make sure all voices are heard, opinions are shared, and differences celebrated. That’s why our IDEA program (Inclusion, Diversity, Education and Awareness) is at the heart of everything we do. In such a competitive market for talent, the experiences our people have at work critically influence our ability to attract, engage, grow, promote, and retain diverse talent.

We believe that driving innovation through different perspectives, thoughts, and ideas creates a diverse, inclusive, productive, and positive workplace. This helps us compete globally and inspire transformational innovation. IDEA is a critical focus at Poly. It is front and center within our Code of Conduct, and we have policies in place, such as our Equal Employment Opportunities Policy, which reinforce our commitments to ensuring equal opportunities for all qualified applicants and employees. Our employment decisions are based on merit and without regard to a person’s sex, gender identity or expression, race, age, religious creed, national origin, physical or mental accessibility needs, 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.

“Diversity is a fact, equity is a choice, inclusion is an action, belonging is an outcome #PolyPower”
**WE HAVE AN IDEA CULTURE (INCLUSION, DIVERSITY, EDUCATION, AND AWARENESS)**

IDEA is integral to Poly’s culture. As such, we expect everyone to take responsibility for the upholding of our values. In addition to the year-round work we do on IDEA, we undertake quarterly IDEA programs, run by our Global IDEA Leader, covering subject matter such as subtle acts of exclusion, psychological safety, and the importance of allyship. We conduct these programs in two different time zones to maximize attendance, and book external speakers to engage our employees and enable a growth mindset. Post-program satisfaction surveys illustrated 42% of our employees felt a greater sense of belonging at Poly when participating in more than one session. We are pleased to hear this feedback and are looking at ways to enhance our employees’ sense of belonging now and in the future.

In 2021, we ran our second global IDEA survey to collect feedback from employees on Poly’s diversity and inclusion performance.

There was a 22% increase in survey completion rates this year compared to 2020. From the results of this survey, we identified some key action areas.

Firstly, we want to embed an increase in fair hiring practices. To do this, we asked the employees difficult questions about how we can be more inclusive, to avoid hiring in the mirror image. To address this, we put all hiring teams through a “Hiring at Poly” education program to show our people how to hire the Poly way. After the conclusion of this program, we set internal targets to increase diverse hiring, which validate the effectiveness of our efforts.

Secondly, we focused on retaining top female talent across Poly and so we created and launched our Advancing Women Executives program. In 2021, we had 52 women globally attend our eight-week program. We now plan to monitor their progress closely, looking for opportunities to support them with promotion. In 2022, we will accelerate more women through this program.
OUR PERFORMANCE

In 2020, we stated our long-term aspiration to align our gender balance in leadership roles to available workforce census data by 2030. We are proudly progressing towards this aspiration, with the percentage of female executives at Poly increasing from 25% to 30% in 2021.

In 2022, we aim to further increase and monitor our gender and ethnic representation at all levels with the help of our IDEA Dashboard we have been building. We intend to launch this in FY23. We also aim to launch our first ever Poly IDEA Report, an external-facing impact report.

US Employment Category Distribution by URM (Underrepresented Minority Per Race/Ethnicity Data)

Executive Leadership Team

- Underrepresented Minority: 20%
- Not Minority or Not Specified: 80%

People Leaders

- Underrepresented Minority: 29%
- Not Minority or Not Specified: 71%

Individual Contributors

- Underrepresented Minority: 34%
- Not Minority or Not Specified: 66%
STRENGTHENING OUR INTERNAL COMMUNITY

We want our leaders to be accountable, so when we set up our IDEA Council in 2020, made up of over 30 leaders from around the company, we knew that this would help ensure that IDEA is at the heart of everything we do. The Council come together twice a year for our IDEA Council Summit to discuss important actions and themes such as the impact of allyship at Poly. So far, these Summits have been paramount in strengthening and expanding our internal community.

Our internal community is also made up of Employee Resource Groups (ERGs), voluntary employee-led groups who aim to foster a more diverse workspace at Poly. These ERGs are given an annual budget which helps drive their communities both internally and externally. Each group has an Executive Sponsor from the Executive Leadership Team who ensures that their voices are heard throughout the business. All IDEA Sponsors have a quarterly check-in with our IDEA Leader to see how we can further drive change within their group.

Over the last year, we have grown our internal community by creating our Parent and Caregivers ERG. This group aims to provide representation and support for people who are at this stage of their life. During 2021, the Parent and Caregivers Group campaigned for Poly’s bonding and caregiving policy to be enhanced across the USA. Previously, the policy and benefits package varied from state to state. Now, all employees experiencing parenthood or caregiving have a standardized, inclusive benefits package. This has improved employee retention across this group and has enabled us to retain top talent.

We also welcomed the launch of our Accessibility Council which is made up of subject matter experts across Poly. Their role is to drive change and hold Poly accountable for creating a culture and products that are accessible and inclusive to as many people as possible. They will meet for the first time in 2022, and we are already looking forward to hearing their progress.

In 2022, we want to further expand our internal community by creating two new ERGs: one to nurture a sense of community amongst underrepresented minorities at Poly, a community which we are looking to grow; and one for employees who have experienced impactful life events such as bereavement, focusing on how we can further support these employees.
OCCUPATIONAL HEALTH AND SAFETY

We are committed to providing a healthy and safe workplace for our employees, contractors, partners, guests, visitors, and tenants (“end users”). We also make sure health, safety, and well-being are front and center for all Poly employees—whether they’re working in an office, from home, or our Plamex facility in Tijuana. Our Workplace Health and Safety Policy incorporates our Global Workplace Injury and Illness Prevention Program, applying to our end users, and sites, globally.

We understand that achieving and maintaining a healthy and safe workplace is a shared responsibility. Our Global Security and Workplace Solutions team maintain and uphold the Workplace Health and Safety policies and programs worldwide. Members of both teams meet weekly to discuss the progress of all health and safety initiatives. This shared responsibility also extends to our site managers who ensure the general supervision, guidance, and leadership at all our locations.

We adhere to local and federal health and safety requirements as prescribed by law. We mitigate risks through the required safety protocols, investigating all recorded incidents, and taking corrective action when required. Safety risks are more prevalent in manufacturing environments. Due to the level of risk Plamex poses, we ensure adherence to regular and more stringent health and safety practices, and our EHS Senior Manager oversees specific education programs for all Plamex employees.

Outside of Plamex, ergonomics is the primary area of risk. This has been more prevalent in 2021, due to the continued high levels of remote work. We have continued to take steps to address these risks, offering all employees an ergonomic assessment.
OUR PERFORMANCE

Due to the manufacturing operations at Plamex, we undertake specific actions in addition to legal requirements to reduce injuries and accidents to a minimum. Our efforts to reduce accidents at Plamex have resulted in a reduction from seven injuries in 2020 to two in 2021. In total, we recorded three injuries across the whole business in 2021. In every workplace one injury is too many, and we will continue to focus on achieving our goal of zero recorded injuries.

In 2021, we set up a Global Health Committee, comprising of members from the Global Security team and our Workplace Solutions team, as well as Poly Health and Safety leads across the globe. This Global Health Committee meets for, at least, 24 hours a year. Each Committee session has a topic-related agenda which covers areas from slip, trip and fall hazards to our Hazard Communication Process. Any feedback resulting from these meetings is communicated to the different departments and sites.

In 2022, we aim to integrate all data points from Plamex and create a single database where this data, and all associated risk assessments, can be accessed, edited, and uploaded for all locations. Doing this supports our long-term ambition of implementing ISO 45001 for Occupational Health and Safety Management.

KEEPING PEOPLE SAFE

As the COVID-19 pandemic restrictions lifted, we wanted to ensure that our employees could return to the office safely. We worked with our space-planning team to enforce COVID-19 regulations by fitting all our offices with Perspex screens and ensuring sufficient PPE supplies. In addition, we created our Return-to-Work Portal which provides up-to-date health and safety information based on local government law and best practices. This allowed our employees to make an informed decision before traveling into the office, keeping everyone as safe and as comfortable as possible.
During 2021, demand for our products increased by 78%. To guarantee we met this demand, we had to ensure the safety of our essential workforce at Plamex. We did this by creating new models of working, benchmarking against other companies, and rolling out initiatives to prevent infections, while ensuring the well-being of our employees and maintaining the continuity of our business.

- $1 million invested to provide personal protective equipment
- $350,000 paid in salaries and compensation to vulnerable employees
- $3 million invested into private transportation for over 4,500 employees
- 482 vulnerable employees retrained in remote tasks to be conducted from home
- Over 98% of the Plamex workforce is vaccinated, thanks to onsite vaccination clinics where Poly offered vaccines, not only to our workers, but to neighboring businesses in the community
- 91% weekly production increase achieved

As a result of these efforts, our team at Plamex won two Exceptional Company Awards in Mexico: COVID-19 Management Model and Transforming and Growing in the Face of Adversity. These awards were delivered in Mexico City by the Secretary of Economy and the President of the Mexican Business Coordinating Council (CCE).

CRISIS MANAGEMENT

Our Corporate Crisis Management Team (CCMT) played an important role in keeping people safe and resolving crises arising from health, safety, and well-being matters during 2021. The CCMT is made up of permanent members from across different departments such as Legal, Operations, Supply Chain, Transport, and Security.

Climate change-related natural disasters have required our CCMT to mobilize and support our people. With most of our Poly workforce working from home, we knew our responses needed to extend beyond our own real estate as natural disasters devastated our employees’ livelihoods and homes. We have supported employees through these unimaginable times by undertaking welfare checks and ensuring they are safe, by covering the costs of temporary accommodation.
THE MARSHALL WILDFIRE

Our CCMT played a vital role in December 2021, when the Marshall Wildfire, one of the most destructive wildfires in Colorado’s history, spread to various suburbs outside of Westminster, USA where a Poly office of nearly 300 employees is located. The CCMT’s critical role included booking lodgings for the impacted employees as many were unable or unpermitted to return to their homes. Employee welfare checks were carried out, and Human Resources coordinated various care mechanisms that were put in place to ensure the employees and their families were receiving ample support.

During the first two days when the fire uncontrollably burned, various employees contacted the Security and Facilities Operation Center for guidance on safe travel routes and impacted regions. Poly was able to successfully navigate all employees, safely utilizing corporate intelligence services and local resources provided by the county Fire Department and Emergency Management Agency.
A CULTURE OF WELL-BEING

Poly’s greatest resource is our people, so we make sure that we take care of each other. 2021 brought about its own new challenges for our employees. As the world began to reopen, the world we experienced in 2020 became even more complex as our people readjusted and started to return to the office and travel for business again.

At Poly, our employees’ health and well-being has and will always be our top priority. Due to the changes and loss of conventional office life resulting from the COVID-19 pandemic, the traditional workday is no longer the conventional norm. We aim to provide holistic support for our employees’ mental and physical health, during difficult times and beyond. By providing our people with the correct support mechanisms, tools, and programs, we seek to develop usable and repeatable skills which will help them look after their well-being.

We are so grateful to our employees for all the hard work they have continued to do throughout 2021. That is why we observed a company-wide Wellness Day for Poly employees on October 4, 2021. This initiative gave corporate employees a chance to disconnect from work, spend time with loved ones, and focus on their well-being ahead of World Mental Health Day.

We have continued to give additional support through online programs and applications to our employees. We launched our Peerfit platform for our US employees in January 2021, and our Poly Employee Assistance Program continues to deliver clinically reviewed, evidence-based wellness support through Aetna in the form of important, messaging-based emotional health therapy and support, and mobile cognitive-behavioral therapy options for all our employees.

DRIVING A CULTURE OF MENTAL HEALTH AND WELL-BEING

In 2020, we announced a new partnership with Whil, a leading digital solution for helping our employees personalize support they might need with physical and mental well-being, stress resilience, mindfulness, sleep, and emotional intelligence skills. With over 1,200 users, our employees completed over 4,000 sessions on Whil during 2021. The “Sleep Better”, “Learn to Meditate”, and “Reduce Stress and Anxiety” categories continued to be the most popular amongst our employees.

Amongst our employees who used Whil:

• 92% found that Whil helped build their emotional intelligence
• 93% experienced relationship improvements
• 96% felt it helped them thrive at work
• 89% said it helped them sleep better
• 100% thought that Whil helped them focus and grow
LEARNING, DEVELOPMENT, AND TALENT MANAGEMENT

Investment in career and professional development remains a leading reason for talent retention across Poly. Now, more than ever, it is imperative that we are creating and enabling learning and development opportunities to retain, nurture, and develop the talent that we have at Poly.

Our Global Learning and Organizational Development (GLOD) Team designs, develops, and facilitates all corporate education programs at Poly. The GLOD Team collaborates with each department to create bespoke learning packages and curriculums for employees at all stages of their career and development at Poly. We use programs such as LinkedIn Learning, SuccessFactors, Articulate 360, Vyond, and Saba to support our employees with all their learning and development needs. Employee learning and development is a significant priority for Poly, and we are keen to listen to employees’ requests for education programs.

This year marked the first full year of our Manager Essentials program. We now run the program twice a year and, throughout 2021, 548 people managers completed the course. We ensure all attendees undertake a self-assessment before and after the program, to understand what worked well, what helped our employees learn and develop, and what we can improve. Our self-assessments are designed to look at the average point increase between an employee’s knowledge level pre and post course. For the Manager Essentials course, this is currently at +1.02. This is above our current target of +1.0 increase.
OUR EMPLOYEES’ JOURNEY

From the outset of each employee’s journey, we seek and value feedback to help us understand how we can improve their learning and development. All new employees are asked to complete a new employee satisfaction survey through our global on-boarding survey and track their progress. We hold quarterly check-ins, globally, with our employees to see how they are performing and feeling to help guide next steps. By the end of 2021, we were averaging an 85% check-in rate across Poly.

This year, we built back our Global Emerging Talent Program which was initially scaled down due to the impacts of the COVID-19 pandemic in 2020. Our first cohort, made up of 16 of the brightest individuals, was welcomed during the summer of 2021 and, in 2022, we plan to bring on an even larger cohort.

As a result of the COVID-19 pandemic, certain programs and initiatives had to be put on hold, such as our Career Development program. We now plan to launch this program in spring 2022.

In addition, our focus in 2022 will be on building out our professional and technical development opportunities. We will continue to drive opportunities for our people leaders, but we also want to take a deeper dive by creating more chances for individual contributors to grow professionally. We also plan to launch an Aspiring Leaders program by the end of 2022.

DEVELOPING OUR FUTURE LEADERS

We believe every employee has the potential to become a leader. In 2021, we focused our learning and development efforts on our new Leadership Principles program. 1,938 employees participated in Leadership Principles events throughout the year. This uptake was higher than predicted and demonstrates our employees’ eagerness to learn. We intend to continue to offer our programs around Leadership Principles as e-learning modules, on-demand in 2022, so our employees can learn anytime, anywhere.
GLOBAL GIVING

Throughout 2021, Poly and our employees donated $127,000 and 229 volunteering hours to support global causes through our employee-led Global Giving program. Through this program, employees are able to make donations or volunteer their time for causes they are passionate about. Poly matches these efforts up to $250 per employee each fiscal year. 223 causes were supported through Global Giving, including causes to support education, human services, agriculture and nutrition, disaster relief, and international and foreign affairs.

PINK POLY SYNC 20

In October 2021, through collaboration with our employees, we launched our Pink Poly Sync 20 campaign in the United States for Breast Cancer Awareness and to raise funds for the National Breast Cancer Foundation. We are proud to be supporting this cause through our products and intend to share the amount raised from this campaign in future Sustainability Reports.

RAINBOW RAILROAD

This year, our Pride group continued to grow their relationship with Rainbow Railroad. Rainbow Railroad are a North American charity that partner with a global network to help LGBTQI+ individuals escape violence and persecution in their home countries. Since their founding in 2006, they have supported over 3,100 people towards finding safety through emergency relocation and other forms of assistance. Our Pride group raised $27,000 for Rainbow Railroad over the course of 2021.
ABOUT THIS REPORT

Date of publication: May 26th, 2022

The reporting period covers the time from January 1 to December 31, 2021. 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, 2022.

To further improve our reporting, we have used selected Global Reporting Initiative (GRI) standards to describe our approach and performance related to sustainability management at Poly and specific economic, environmental, and social impacts related to our organization. This report has been prepared in accordance with the GRI Standards “Core” option.
This is Poly’s first disclosure against the consolidated set of Global Reporting Initiative Sustainability Reporting Standards 2020, “Core” option. The GRI Content Index supports the disclosures made within this Sustainability Report.

### GRI 102: GENERAL DISCLOSURES

The table below references selected Disclosures between 102–1 to 102–56 from GRI 102: General Disclosures 2016 required to align to GRI Standards: Core option.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>102–1 Name of the organization</td>
<td>Poly (Plantronics, Inc.)</td>
<td></td>
</tr>
<tr>
<td>102–2 Activities, brands, products, and services</td>
<td>Poly Sustainability Report 2021 page 5.</td>
<td></td>
</tr>
<tr>
<td>102–3 Location of headquarters</td>
<td>345 Encinal Street, Santa Cruz, California 95060, US.</td>
<td></td>
</tr>
<tr>
<td>102–4 Location of operations</td>
<td>Poly Sustainability Report 2021 page 6. 39 countries, across four continents. Significant manufacturing operations in Mexico, through our Plamex facility.</td>
<td></td>
</tr>
<tr>
<td>102–5 Ownership and legal form</td>
<td>Poly (Plantronics, Inc.)</td>
<td></td>
</tr>
<tr>
<td>102–7 Scale of the organization</td>
<td>ai. Total number of employees: 6,661 as of December 31, 2021. aii. Total number of operations: One, Plamex manufacturing facility in Tijuana, Mexico. aiii. Net sales or net revenue: $1,735,995,000 for the year up to January 1, 2022. aiv. Total capitalization broken down in terms of debt and equity: $1,499,228,000 debt; $10,620,000 equity up to January 1, 2022.</td>
<td>102-7v. Due to the confidentiality of this data, we do not currently disclose this type of data.</td>
</tr>
<tr>
<td>102–8 Information on employees and other workers</td>
<td>a. Poly Sustainability Report 2021 page 7. b. Poly Sustainability Report 2021 page 7. d. Not applicable. e. No significant variations in the numbers reported. f. This data is collected for each employee based upon records provided during the “new hire” process and stored within Poly’s Human Resources Management System.</td>
<td>102-8c. This is considered confidential information by Poly.</td>
</tr>
</tbody>
</table>
### 102–9 Supply chain

| a. Poly owns a manufacturing facility in Tijuana, Mexico (Plamex). In addition, Poly relies on suppliers in the following countries: China, Laos/Thailand, Mexico, USA, Hungary, Philippines, Taiwan, Hong Kong, Germany, and Vietnam. |

### 102–10 Significant changes to the organization and its supply chain

| ai. During the reporting period Poly opened six new office locations, including three locations in USA, one in Finland, one in Israel, and a new EMEA Centre of Excellence in Galway, Ireland. Poly also closed nine operational locations globally. |
| aii. No changes in share capital structure. |
| aiii. Due to the ongoing issues related to the COVID-19 pandemic and other natural disasters, we faced some supply chain and components shortages which led to restructures within our organization, and the engaging of new suppliers to keep up with product demand. No supplier relationships were terminated during the reporting period. |

### 102–11 Precautionary Principle or approach

| a. Poly’s precautionary approach is guided by these principles set out in our Environmental Policy. 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 takeback and recycling programs in addition to fulfilling our global WEEE (waste electrical and electronic equipment) obligations. |
| Further information on Poly’s approach can be found within Poly’s Code of Conduct (updated Nov 2021) and our Supplier Code of Conduct Acknowledgement. |

### 102–12 External initiatives

| a. Poly subscribes to or endorses the following non-binding voluntary initiatives: |
| • Responsible Minerals Initiative (RMI) |
| • International Association of Accessibility Professionals (IAAP) |
| • Advancing Women Executives Program |
| • Disability Confident Employer (UK) |
| • WORK180 endorsed Employer of Women (UK and US). |
| 102–13 | Membership of associations | a. 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). |
| 102–41 | Collective bargaining agreements | 102-41a. This is considered confidential information to Poly. |
| 102–44 | Key topics and concerns raised | a. Poly Sustainability Report 2021 page 17. |
b. The content of this Report relates to all of Poly’s entities, as stated within our consolidated financial statements, in line with SEC disclosure rules. |
b. The main content of the report is driven by the outcomes of our “Materiality Report” which divides identified topics into four tiers. Tier 1 is Poly’s main focus and defines our topic Boundaries. Tiers 2 to 4 are closely monitored and managed. The ESG Impact Committee, who meet on a monthly basis, are responsible for identifying and ensuring that Poly’s Tier 1 most material areas are monitored and processes are in place to accurately report progress when required. |
| 102–48 | Restatements of information | a. For the restatement of our 2020 carbon footprint, please see Poly Sustainability Report 2021 page 27. |
| 102–49 | Changes in reporting | a. No changes: material topics and topic Boundaries remain the same as 2020. |


a. Annual.

a. Philip Ashton, Environmental Compliance and Operations Manager, philip.ashton@poly.com.

a. This report has been prepared in accordance with the GRI Standards “Core” option. (“Consolidated set of GRI Sustainability Standards 2020”).

Poly Sustainability Report 2021 page 53.

a. Some data within this report has been externally assured. However, the report in its entirety has not been assured in full through an external third party.

b. External assurance for data includes:

- External verification of the Poly Carbon Footprint — see Poly Sustainability Report 2021 page 27 — Scope 1 and 2, verified by Verco Advisory Services Ltd, external assurance and verification third party. All other data, not listed above, has not been externally assured.

MATERIAL TOPICS

GRI 301: MATERIALS

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 301–1 from GRI 301: Materials 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
</table>
### GRI 302: ENERGY

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 302–1 to 302–4 from GRI 302: Energy 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>302–1</td>
<td>Energy consumption within the organization</td>
<td>a. 29,054,238 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. 2,583,353 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. i. 25,442,046 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. 284,467 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. 66,945 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. not applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. 31,637,591 kWh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. <strong>Data qualifying notes:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The energy data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly’s environmental performance over the period stated. The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly’s utility bills and meter readings 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.</td>
</tr>
</tbody>
</table>
**Base year:** The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.

**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. Scope 1 and 2 Energy and Emissions data is subject to an external verification audit.

g. DEFRA 2021 and IEA 2021.

---

**Energy consumption outside of the organization**

**302-2**

**a.** Not applicable, not calculated in joules or multiples, only tCO₂e.

**b. Data qualifying notes:**

The energy data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly's environmental performance over the period stated. The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly'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.

**Base year:** The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.

**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. Scope 1 and 2 Energy and Emissions data is subject to an external verification audit.

c. DEFRA 2021 and IEA 2021.
### Energy intensity

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>16.2 kWh/ft(^2)/year.</td>
</tr>
<tr>
<td>b.</td>
<td>ft(^2).</td>
</tr>
<tr>
<td>c.</td>
<td>All types of energy included.</td>
</tr>
<tr>
<td>d.</td>
<td>Scope 1 and 2 only.</td>
</tr>
</tbody>
</table>

### Reduction of energy consumption

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>2,412,968 kWh reduction (-7%).</td>
</tr>
<tr>
<td>b.</td>
<td>All energies.</td>
</tr>
<tr>
<td>c. <strong>Base year:</strong> The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly’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.</td>
</tr>
</tbody>
</table>

### GRI 305: EMISSIONS

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 305–1 to 305–5 from GRI 305: Emissions 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>305–1</td>
<td>Direct (Scope 1) GHG emissions</td>
<td>a. 670 tCO(_2)e.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. CO(_2)e.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Not applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. <strong>Base year:</strong> The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. DEFRA 2021 and IEA 2021.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. Operational control.</td>
</tr>
</tbody>
</table>
The emissions data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly's environmental performance over the period stated.

The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly'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.

**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. Scope 1 and 2 Energy and Emissions data is subject to an external verification audit.

<table>
<thead>
<tr>
<th>305–2 Energy indirect (Scope 2) GHG emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 10,422 tCO₂e.</td>
</tr>
<tr>
<td>b. Not applicable.</td>
</tr>
<tr>
<td>c. CO₂e.</td>
</tr>
<tr>
<td>d. <strong>Base year:</strong> The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.</td>
</tr>
<tr>
<td>e. <strong>DEFRA 2021 and IEA 2021.</strong></td>
</tr>
<tr>
<td>f. Operational control.</td>
</tr>
<tr>
<td>g. The emissions data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly's environmental performance over the period stated. The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly'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.</td>
</tr>
</tbody>
</table>
**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. Scope 1 and 2 Energy and Emissions data is subject to an external verification audit.

<table>
<thead>
<tr>
<th>305–3</th>
<th>Other indirect (Scope 3) GHG emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>33,900 tCO₂e.</td>
</tr>
<tr>
<td>b.</td>
<td>CO₂e</td>
</tr>
<tr>
<td>c.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>d.</td>
<td>District heating and cooling transmission and distribution, electricity transmission and distribution, waste, water, business travel, logistics, manufacturing.</td>
</tr>
<tr>
<td>e.</td>
<td><strong>Base year:</strong> The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.</td>
</tr>
<tr>
<td>f.</td>
<td>DEFRA 2021 and IEA 2021.</td>
</tr>
<tr>
<td>g.</td>
<td>The emissions data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly’s environmental performance over the period stated.</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, 2, and 3 emissions. Data has been collected from Poly’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>
</tbody>
</table>

**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. Scope 1 and 2 Energy and Emissions data is subject to an external verification audit.

<table>
<thead>
<tr>
<th>305–4</th>
<th>GHG emissions intensity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>6.21 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>
Reduction of GHG emissions

- **a.** 2,375 tCO₂e.
- **b.** CO₂e.
- **c.** **Base year:** The previous year (CY2020) has been used for this report as it allows for a year-on-year comparison to show comparable progress made during the year. CY2019 data from previous reports is still the valid base year but has not been included in this report.
- **d.** Scope 1 and 2 only.
- **e.** The emissions data reported covers CY2021, January 1, 2020 to December 31, 2021 and focuses on Poly’s environmental performance over the period stated.

The calculations in this report have been carried out in accordance with the GHG Protocol and the carbon footprint combines Scope 1, 2, and 3 emissions. Data has been collected from Poly’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.

**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.

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**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>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Poly Sustainability Report 2021 page 29.</td>
<td></td>
</tr>
<tr>
<td>307–1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
  - a. Not applicable.
  - 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 during the reporting period. |
**GRI 403: OCCUPATIONAL HEALTH AND SAFETY**

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

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Explanation of the material topic and its Boundary</td>
<td>Poly Sustainability Report 2021 page 45–46.</td>
</tr>
</tbody>
</table>
| 103–2 | The management approach and its components | Poly Sustainability Report 2021 pages 45–46. Policies include:  
- Workplace Health and Safety Policy*  
- Injury Illness Prevention Program  
- Corporate Pandemic Response Guideline  
- Personal Protective Equipment (PPE) Protocol  
- Pandemic Flu Screening Protocol  
- Corporate Ergonomic/DSE Policy  
*Other policies or procedures exist with the PLAMEX team. Those are specific to that location only. |
| 403–1 | Occupational health and safety management system | a. Poly utilizes OSHA and HSE as an occupational health and safety system both as a legal obligation where required and a standard to emulate where no standards or far lesser standards exist. The program requirements are covered primarily under general industry practices which cover:  
- Exit routes and emergency planning  
- Occupational noise exposure  
- Basic hazmat  
- Personal protective equipment  
- General environmental controls  
- First aid  
- Fire protection and safety  
- Machine guarding  
- Corporate Ergonomic/DSE Policy.  
These systems are being implemented where legally required and on an “as need” basis where the job hazard is clearly identified.  
b. The scope covers all end users. While ergonomics is the primary area of risk and concern there is limited operation of forklifts, vehicle, machinery, and tools. Risks related to manufacturing are ever present at the Tijuana, Mexico (Plamex) facility where more stringent health and safety practices are adhered to. |
### 403-2 Hazard identification, risk assessment, and incident investigation

**a.** Poly identifies hazards through regulatory compliance (i.e. ergonomic assessment required), job tasks being performed, and previously identified issues. Risk hazard analysis is done on a non-routine basis. Risk assessments are conducted where required by local jurisdiction of Poly’s operations. Several assessments have been initiated in the past to evaluate Poly’s overall health and safety program and to make incremental improvements. At times, assessments have been conducted internally by utilizing templates provided by regulatory agencies.

**b.** Ethics Reporting and Non-Retaliation Policy.

**c.** Ethics Reporting and Non-Retaliation Policy.

**d.** Quality and competency are ensured by employing third party vendors that adhere to industry standards.

### 403-3 Occupational health services

**a.** Poly carry out the following occupational health services functions to minimize risk and hazard in the workplace:

- Surveillance of work environment and risk assessment
- Regular ergonomic risk assessments
- Health and safety assessments completed as legally required or on an ad-hoc basis
- Health surveillance and health examinations at Plamex
- Advice on preventive and control measures
- Health education and health promotion, and promotion of work ability
- Maintaining preparedness for first aid and participation in emergency preparedness
- Diagnosis of occupational diseases at Plamex
- Record keeping.

### 403-4 Worker participation, consultation, and communication on occupational health and safety

**a.** Poly employees direct all feedback to globalsecurity@poly.com. All issues are responded to and prioritized based upon perceived risk and urgency. Relevant health and safety communications are sent to Poly sites on an ad-hoc basis if there is an imminent risk to employees such as natural disaster warnings.

**b.** A Global Health and Safety Committee meets for one hour per month and a dedicated meeting between the Senior Global Security Manager and a Junior Health and Safety support staff member is conducted for one hour per week. Final decisions on critical issues fall to the Senior Global Security Manager though most decisions are approached as a group.

### 403-5 Worker training on occupational health and safety

**a.** Specific training is provided by the Plamex Environmental, Health and Safety Manager to Plamex staff. There is no globally established curriculum. Training is provided on an ad-hoc basis or as legally required.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| 403-8   | Workers covered by an occupational health and safety management system       | a. Poly has an occupational health and safety management system based upon OSHA and HSE in the United Kingdom.  
i. 8,445 workers (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. Not applicable.  |
| 403-9   | Work-related injuries                                                        | ai. 0.  
aii. 0.  
aiii. 3 (Rate: 0.17).  
av. Slip, trips, and falls.  
av. 17,565,600.  
b. 0.  
bi. 0.  
bi. 0.  
bi. 0.  
iv. Not applicable.  
v. Not applicable.  
c. N/A.  
d. N/A.  
e. 1,000,000.  
f. Contractor and vendor injuries not recorded.  
g. Any contextual information necessary to understand how the data has been compiled, such as any standards, methodologies, and assumptions used.  |
| 403-10  | Work-related ill health                                                       | ai. 0.  
aii. 0.  
aiii. Not applicable.  
b. 0.  
bi. 0.  
bi. 0.  
bi. N/A.  
c. N/A  
ci. N/A  
cii. N/A  
d. Contractors/vendors are excluded as it is the responsibility of their company to document and address any issues.  
e. All injuries are recorded by the company whether they are reportable or not.  |
### 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>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Explanation of the material topic and its Boundary</td>
<td>Poly Sustainability Report 2021 pages 50—51.</td>
</tr>
<tr>
<td>404–2</td>
<td>Programs for upgrading employee skills and transition assistance programs</td>
<td>Poly Sustainability Report 2021 pages 50—51.</td>
</tr>
</tbody>
</table>

### 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>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1</td>
<td>Explanation of the material topic and its Boundary</td>
<td>Poly Sustainability Report 2021 pages 40—44.</td>
</tr>
<tr>
<td>103–2</td>
<td>The management approach and its components</td>
<td>Poly Sustainability Report 2021 pages 40—44.</td>
</tr>
<tr>
<td>103–3</td>
<td>Evaluation of the management approach</td>
<td>Poly Sustainability Report 2021 pages 40—44.</td>
</tr>
</tbody>
</table>
| 405–1      | Diversity of governance bodies and employees | a. Executive leadership team:  

  i. Female: 3.  
  Male: 7.  

 iii. Underrepresented minority: 2.  
 Not a minority/not specified: 8.  

 405-1aii. Some information on executive leadership team age present within Poly Annual Report 2021 page 14. outstanding information is considered confidential by Poly. |
b. Employees, by employment category:

i. Percentage of employees, by gender.

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
<th>Not Specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team</td>
<td>30%</td>
<td>70%</td>
<td>0%</td>
</tr>
<tr>
<td>People Leaders</td>
<td>30%</td>
<td>69%</td>
<td>1%</td>
</tr>
<tr>
<td>Individual Contributors</td>
<td>31%</td>
<td>68%</td>
<td>1%</td>
</tr>
<tr>
<td>Manufacturing/ Direct Labor</td>
<td>70%</td>
<td>30%</td>
<td>0%</td>
</tr>
</tbody>
</table>

iii. Percentage of employees by other indicator of diversity: Underrepresented minority.

<table>
<thead>
<tr>
<th></th>
<th>Underrepresented Minority</th>
<th>Not a Minority/ Not Specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>People Leaders</td>
<td>29%</td>
<td>71%</td>
</tr>
<tr>
<td>Individual Contributors</td>
<td>31%</td>
<td>66%</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>
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<tr>
<th>Disclosure</th>
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<th>Omissions</th>
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</thead>
</table>

405-1bii. Information unavailable and is not fully quantified for all of Poly’s teams.

405-1biii. This information is currently only available and quantified in the United States. Plans are in place to quantify for all Poly employees.
## GRI 412: HUMAN RIGHTS ASSESSMENT

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 412–2 from GRI 412: Human Rights Assessment 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>103–1 Explanation of the material topic and its Boundary</td>
<td>Poly Sustainability Report 2021 pages 34—37.</td>
<td></td>
</tr>
<tr>
<td>412–2 Employee training on human rights policies or procedures</td>
<td>a. Global Human Rights Policy. Poly conducts training for all employees, including employees in the supply chain, on the Poly’s Code of Conduct and the matters outlined in this policy, to ensure that they are knowledgeable and aware of issues and concerns surrounding the supply chain, including human trafficking and slavery.</td>
<td>412-2a. Total number of hours in the reporting period devoted to training on human rights policies is not available at time of reporting.</td>
</tr>
</tbody>
</table>

## GRI 414: SUPPLIER SOCIAL ASSESSMENT

This material references Disclosures 103–1 to 103–3 from GRI 103: Management Approach 2016 and GRI 414–1 and 414–2 from GRI 414: Supplier Social Assessment 2016.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Reference</th>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>414–1 New suppliers that were screened using social criteria</td>
<td>a. 100% of Poly’s suppliers are contractually required to comply with Poly’s Supplier Code of Conduct.</td>
<td></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>
<th>Omissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>418–1</td>
<td>a. Zero substantiated complaints received concerning breaches of customer privacy. b. Zero identified leaks, thefts, or losses of customer data.</td>
<td></td>
</tr>
</tbody>
</table>