Overall View
This action plans details HP Australia’s commitment to the Australian Packaging Covenant (APC) and associated actions for the period of 5 years from 2011-2015.

The objective of the Covenant is to minimise the overall environmental impacts of packaging by pursuing these performance goals:
- **Design**: optimise packaging to use resources efficiently and reduce environmental impact without compromising product quality and safety.
- **Recycling**: efficiently collect and recycle packaging.
- **Product Stewardship**: demonstrate commitment by all signatories.

The Covenant is based on the principles of product stewardship and is a self-regulating agreement between the various members of the packaging chain from packaging manufacturing (raw material suppliers) to packaging use (‘packers / fillers’ and product retailers) and packaging disposal (recyclers).

HP Australia made a voluntary commitment and signed National Packaging Covenant (Mark II) in November 2005. The National Packaging Covenant has expired on 30 June 2010 and HP has renewed to the new Australian Packaging Covenant (APC) on the 1st July 2010.

With the signing of the Covenant HP Australia committed to:
- Submit an action plan that meets the obligations in Schedule 1 and sets out what the signatory proposes to do to contribute to the Covenant’s objective and goals;
- Submit an annual report that meets the reporting obligations in Schedule 1 and outlines performance against all of the action plan commitments;
- Allow independent audits of annual reports and the implementation of action plans (including allowing access to relevant supporting information);
- Publish the organisation’s action plan and annual reports on its web site in a prominent and readily identifiable way;
- Make annual financial contributions to the Covenant Fund;
- Implement design and procurement processes that drive sustainable design of packaging, consistent with the Sustainable Packaging Guidelines (Schedule 2);
- Implement policies or procedures to buy products made from recycled materials;
- Establish collection and recycling programs for used packaging materials generated on-site;
- Take action, where appropriate, to reduce litter; and
- Assist the Covenant Council to respond to complaints from the public about the design and use of packaging materials.

Company Profile
HP is a leading technology solutions provider to consumers, businesses and institutions worldwide. Our offerings span information technology (IT) infrastructure, personal computing and access devices, global services, and imaging and printing. HP is the world’s largest consumer IT company, the largest IT company for small and medium-size businesses, and a leading enterprise IT company. We are focused on creating simpler, more valuable and trusted technology experiences that continually improve the way our customers live and work.

Today, HP serves more than one billion customers in more than 170 countries on five continents and has approximately 304,000 employees worldwide. HP is the world’s
largest information technology (IT) company and has the industry’s most extensive supply chain. We have more than 700 production suppliers (responsible for product materials, components, and manufacturing and distribution services) working in more than 1,200 locations worldwide, and thousands of nonproduction suppliers that provide goods and services not used to produce our electronic products. We take the challenge of raising social and environmental standards in our supply chain seriously and lead the IT industry in monitoring our suppliers and helping to build their capabilities. Our efforts are central to HP’s leadership on labour practices, human rights and the environment, and strengthening our business and our suppliers’ businesses.

**HP Australia**

Hewlett-Packard has been established in Australia since 1967. As a leader in Australian Information Technology, HP not only contributes to the IT industry in Australia, but also strives to make a contribution to the society in which the company operates.

HP Australia covers 19 sites across the country and employs approximately 7474 people (as of Nov 2010). The company consists of 3 business units
- Enterprise Business (EB) manages the portfolio of business products including storage and servers, enterprise services and software
- Imaging and Printing Group (IPG) provides products and solutions on inkjet, LaserJet and commercial printing, printing supplies.
- Personal Systems Group (PSG) provides a portfolio of business and consumer PCs, mobile computing devices and workstations

The primary reporting line for all the business units is to their respective regional organizations (in the case of Australia and Asia-Pacific region). HP Australia’s cross-business strategy across areas such as financial performance, operational excellence, total customer experience and employee commitment, is executed by the Senior Leadership Team (SLT). In addition to the leaders of each of the business units, the SLT is comprised of representation from finance, legal, Information Technology, global operations, human resources as well as marketing and communication. The SLT holds quarterly meetings. HP Australia employees are able to raise agenda items and issues for the SLT review through their representative manager participating in the SLT.

The majority of HP’ product sold in Australia is imported. These products include personal and enterprise computing products as well as imaging and printing products. Local manufacturing (today partially outsourced) includes production of build-to-order and configure-to-order desktop and servers.

All HP products are branded ‘HP’ and any product specific sub-brands or product type names (e.g. LaserJet) appear together with the company brand. In year 2002 HP merged with Compaq Computers. Although all products have been re-branded as ‘HP’ or dual-branded as ‘HP / Compaq’ there may still be some Compaq branded equipment in the supply chain. In 2009, HP acquires 3Com. HP Australia takes responsibility for these products and services under the Australian Packaging Covenant.

**Covenant contact officer**

Lynn Loh
Environmental Manager, South Pacific
Hewlett-Packard Aus Pty Ltd
353 Burwood Hwy
Forest Hill, Vic. 3131
Australia
Tel. + 65 6703 1183
email. lynn-wc.loh@hp.com
**HP Covenant Contribution**

In its business planning, HP Australia has allocated appropriate resources for both the financial commitment and ‘human resources’ required to deliver against the action plan. HP Australia contributes financially to the Australian Packaging Covenant fund that promotes research, and develops and implements further packaging recovery and recycling schemes.

According to the arrangements, the funding will be based on company annual turnover associated with total sales of packaged finished goods into consumer applications. HP also commits to producing an action plan and providing an annual report on performance against the Covenant undertakings and action plan commitments, relevant key and performance indicators, baseline data and actions.

**HP Environmental Responsibility**

HP is committed to providing customers with inventive, high quality products and services that are environmentally sound and to conducting our operations in an environmentally responsible manner. HP meets this commitment with a comprehensive Global Citizenship policy (Appendix 1), which includes strict environmental management of our operations and worldwide environmental programs and services.

Global citizenship at HP encompasses a wide range of issues. HP’s Global Citizenship priorities include raising standards in HP’s global supply chain, reducing the environmental impact of our products and increasing access to information technology. Reducing product environmental impacts encompasses the environmental impacts associated with HP product packaging.

HP packaging strategy is committed to deliver products, services and solutions using the industry’s most efficient and sustainable packaging designs. As part of this commitment, HP strives to use the most environmentally responsible packaging solutions available and encourage sustainable packaging material supply chain operations and processes. We envision a long term future where the amount of packaging generated is limited and the packaging materials used reduce our impact on the environment. This will be accomplished through a process of continuous improvement by each of HP’s product lines.

HP’s packaging strategy is complimentary to the product stewardship principles outlined in the Covenant are as follows:

- Fit-for-purpose,
- Resource efficiency,
- Low-impact materials and
- Resource recovery.

HP advocates on environmental design features, both through HP’s internal Environmental Packaging Strategy and though positive endorsement of the Covenant and the Sustainable Packaging Guideline among relevant HP’s local supply chain partners. HP product packaging design is managed by HP’s global Packaging Community hence the contribution to actual packaging design, production and distribution will be indirect and outside of HP Australia’s direct control and influence.

The environmental performance of products and packaging is largely determined at the design stage. Through intelligent design we can reduce the environmental impact of our products, and that of our customers. To accomplish this objective, HP established its Design for Environment (DfE) program in 1992.

HP’s Design for Environment program has three priorities to:
• Energy efficiency – reduce the energy needed to manufacture and use our products
• Reduce the amount of materials used in our products and develop materials that have less environmental impact and more value at end-of-life.
• Design equipment that is easier to for recyclability.

HP’s packaging strategy has been updated in 2013 to focus on three key objectives with six foundational principles. The three key strategies are:
• Reduce material usage
• Optimize shipping densities
• Utilize recycled materials

These three strategies are supported by six foundational principles (5R+I):
• Remove - Eliminate the use of regulated or environmentally problematic packaging materials.
• Reduce - Reduce the amount of packaging used per product.
• Reuse - Reuse packaging where economically and environmentally feasible while protecting the best interests of our customers and the integrity of our brand.
• Recycle - Take deliberate actions to increase the recycled content of packaging materials.
• Replace - Replace difficult to recycle packaging with that which is more easily recyclable.
• Influence - Encourage the use of sustainably sourced materials for all paper-based packaging. HP supports the use of recycled fibre content and sustainably harvested fibre.

This strategy provides a common framework for HP’s packaging professionals to assess the current state, identify opportunities and embark on this journey to make packaging environmentally sustainable.

We design our packaging to reliably and cost-effectively protect our products while decreasing impact on the environment in areas such as waste and greenhouse gas emissions. Our packaging guidelines help us balance factors such as the quantity, type and recyclability of materials used, as well as how the packaged product is transported. Our packaging initiatives address each of these areas.

Our choices of materials in designing products represent opportunities to improve HP’s environmental performance. HP has a long history of working to improve the use of materials in our products and enhance their environmental and safety performance during production, manufacturing, distribution and ultimately, disposal.

We are focused on:
• Being transparent about product material content and working to eliminate materials shown to, or likely to, pose an environmental, health or safety risk
• Developing products that are smaller and lighter, requiring less material
• Innovating to use new material
• Using recycled materials when feasible
• Using materials that will be easier to recycle

These actions benefit HP, our customers and our employees. Using less material saves energy during manufacturing and distribution while reducing costs, including the disposal cost of products at the end of their lives.

Avoiding substances of concern can remove risks to workers manufacturing our products and to recyclers who manage the proper disposal of products at end of life.

HP promotes the development of environmentally beneficial packaging materials. We do this through direct design innovation and partnership with packaging material suppliers. HP evaluates product
considerations in our procurement processes, including (where appropriate) promotion of recycled content products or products that have been proven to have equivalent or superior environmental lifecycle impact for an equivalent cost measured over the life of the product’s anticipated usage’.

We also include packaging design, reuse and recycling related information in HP’s environmental communication material, e.g. HP Global Citizenship Report, websites and other related material.

**HP Environmental Management**

To achieve the goals of the EHS Policy, HP has implemented an environmental, health and safety management system that today forms an integral part the how HP is doing business world-wide. HP’s EHS management system is based on recognized international models including ISO 14001 and OHSAS 18001. HP was one of the first multinational businesses to obtain a single, global ISO 14001 certification for worldwide manufacturing operations. The management system is tailored to HP’s business and is implemented globally, regionally and locally.

Audits of our management system provide assurance that our EHS policies and standards are implemented worldwide. Audits are conducted by internal qualified professionals and the results are reported to senior management. The frequency of audits is based on site complexity and past performance.

HP has identified a number of environmental impact areas, including energy efficiency, hazardous and nonhazardous waste minimization and reduction of chemical emissions as key areas of priority focus for HP global operations. Performance targets for each of the impact areas are set annually.

Packaging is part of HP’s non-hazardous waste minimization program with a number of packaging reuse and recycling programs implemented at both global and local levels.

**Packaging at HP**

HP can be considered an Original Equipment Manufacturer (OEM) that sells its own ‘brands’ and is the brand owner for that particular equipment. Depending on the product type, HP either manufactures the product in-house or outsources the operations to other organisations such as Contract Manufacturers (CM) or Original Design Manufacturers (ODM) that operate on different levels of autonomy. The level of involvement from HP as the brand owner varies depending on the product manufactured, and the packaging is either designed by HP packaging engineers or an external organisation. In the latter case the external agency is presented with HP’s environmental specification that guides the agency in packaging environmental design. Packaging is procured either by HP’s procurement organization or the equivalent department within the external (e.g. ODM) organization.

HP Australia is a brand owner that does not manufacture any packaging. The large scale of HP’s global supply chain means that virtually all of the packaging material placed on the market in Australia is sourced from and imported in to Australia from HP’s global operations.

**Tools**

HP’s packaging information depository is called PANDA and it was first generated to satisfy the data reporting requirements of European packaging and battery regulations. Since its inception, HP’s environmental management team has worked together with HP’s packaging community and the product generation organizations to increase
coverage, accuracy and usability of the database. Today the database is used in a number of countries world-wide.

PANDA covers major packaging materials including, paper / cardboard, plastic (broken down PET, PE, PVC, PP, PS and other), wood, glass, metal (steel, aluminium) and composite materials. Typically HP packaging consists of paper / cardboard in outer packaging (e.g. box), plastic in inner packaging (e.g. plastic bags, foam), outer packaging (e.g. shrink wrap), wood (e.g. crates, pallets). At times composite material is used in special applications including antistatic bags for protection of hard drives.

In Australia, HP applies the internal EHS management system to the local operations and participates in the local goal setting, reporting, review and audit processes.

Performance towards the set goals is measured in our Workplace Utility Tracking System (WUTS) tool during the course of the year. Data is measured quarterly and reported into HP’s global facilities management database. Progress is measures with annual internal audits.

Baseline
For any data used for the covenant, the baseline data will be based on HP financial year. HP financial year runs from November 1 until October 31 every year. Following the financial year closure, the financial results are typically available in mid-November following the closure of the financial year. Given this ‘quiet period’ between the closure of previous financial year and the result announcement, a 12 month period from Q4 previous year till Q3 the year after has been used as reference period for reporting that closes on 31st of October each year i.e. prior to the announcement of HP annual turnover figures.

For the purposes of the Covenant reporting shipment information regarding HP consumer product lines was extracted from the for the 12 month period. Commercial product line information was excluded from the report. In order to establish as accurate baseline data as possible, shipment information is used to cover actual shipments.

Global Packaging Community
HP’s packaging community is a global organisation that is governed by the following governance structure.

HP’s Packaging Board drives company-wide strategy on packaging, including design, procurement, branding and marketing, as a unified organization across HP operations and what is increasingly an outsourced environment. The Packaging Board also sponsors the Packaging Environmental Strategy Team, a cross-business team.

The Packaging Environmental Strategy Team implements the packaging strategy advised by the packaging board. The Team develops and leads consolidated supplier management by region, standardizes tools, catalyses breakthrough packaging designs and gathers interprets and disseminates packaging environmental information as it relates to packaging. The Global Packaging Team acts as a focal point for providing technical information to the packaging procurement function. The Global Packaging Team reports to HP’s Supply Chain Operations function.

Packaging board sponsors a specific environmental function for sharing and escalating environmental packaging issues and initiatives across the various functions within HP.

HP Packaging Engineers manage structural packaging design including environmental aspects of packaging. They act as conduits for the packaging environmental design features within the product design teams. They are accountable to the Packaging board and their role is to initiate and
enhance the development of new and existing packaging. They design and implement cost effective and protective packaging for products (components, sub-assemblies, and finished goods). The Packaging engineer’s role is to balance product protection, customer needs, regulatory and environmental requirements to optimize product, supply chain and package designs as well as production processes.

Packaging engineers work together with HP’s customer facing environmental organization and environmental stewardship network, to capture, analyse and respond to existing and emerging regulatory and market (customer trend) requirements related to HP product packaging.

**Reporting**

This 5 year Action Plan is designed to ensure that the packaging initiatives developed and implemented under the Covenant are integrated into HP Australia’s day-to-day business with the aim of continuously improving company performance.

Each year the targets and relevant key performance indicators will be assessed against actual performance. The Action Plan will also be reviewed periodically and updated to reflect the changes if necessary.

HP Australian Packaging Covenant Action Plan report on performance against each of the Covenant’s three goals is as shown in the following tables.

Note: Some action plans apply across the 3 goals and applicable KPIs.
### Action Plan KPIs

<table>
<thead>
<tr>
<th>Performance goals and KPIs</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Baseline data</th>
<th>Targets</th>
<th>Milestones</th>
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<tbody>
<tr>
<td><strong>1. Design - optimise packaging to achieve resource efficiency and reduce environmental impact</strong></td>
<td>HP's packaging requirements and strategy are outlined in the following documents: 1. General Specifications for the Environment (GSE) - Packaging standard (sets legal materials restrictions and marking requirements) 2. HP Environmentally Preferential Paper Policy (global environmental criteria and principles that HP follows when buying, selling, or using paper and product packaging) 3. HP Packaging Environmental Strategy Review and identity gaps, if any, between HP packaging requirements and Sustainable Packaging Guidelines for all <strong>existing</strong> packaging. Take action to rectify gap if found.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>No gaps identified between HP's existing packaging requirement (for existing packaging) and Sustainable Packaging Guidelines (SPG). Use SPG or equivalent for reviewing all existing packaging.</td>
<td>End of each HP fiscal year, ie, 31Oct of each year.</td>
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<td>Review and identity gaps, if any, between HP packaging requirements and Sustainable Packaging Guidelines for all <strong>new</strong> packaging. Take action to rectify gap if found.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>No gaps identified between HP's packaging requirements (for new packaging) and Sustainable Packaging Guidelines (SPG). Use SPG or equivalent for reviewing all existing packaging.</td>
<td>End of each HP fiscal year, ie, 31Oct of each year.</td>
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<td><strong>Remove</strong> the use of regulated or environmentally problematic packaging materials. Report examples / proof points (where applicable to the Australian context) in annual report to APC.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>No gaps identified between HP's packaging requirements (for new packaging) and Sustainable Packaging Guidelines (SPG). Compliance to worldwide environmental packaging regulations achieved, and environmentally problematic packaging materials proactive eliminated.</td>
<td>Yearly revision and publication of GSE.</td>
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<td><strong>Reduce</strong> the amount of packaging used per product. Seek at least 3 packaging weight reduction projects every year and report progress to APC.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>Identification of packaging improvement projects occurs on an annual basis, and they are tracked, measured, and progress reported in HP Global Citizenship Report. 3 packaging weight reduction projects identified every year and continued improvements in packaging weight reduction achieved.</td>
<td>Report projects progress on annual basis.</td>
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<td><strong>Replace</strong> difficult to recycle packaging with more easily recycled materials. Seek material replacement projects every year and report progress to APC.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>Identification of packaging improvement projects occurs on an annual basis, and they are tracked, measured, and progress reported in HP Global Citizenship Report. Number of material replacement projects identified every year and details of replaced materials reported.</td>
<td>Report projects progress on annual basis.</td>
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</table>
### 2. Recycling - the efficient collection and recycling of packaging

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<th>Performance goals and KPIs</th>
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<th>Milestones</th>
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<tr>
<td>KPI 3 – Proportion of signatories with on-site recovery systems for recycling used packaging</td>
<td>Maintain and improve current on-site system of recovering used materials, including packaging and paper waste, to recycling. Document and report amount of packaging and paper waste diverted each year in annual report to APC.</td>
<td>HP Australia Global Real Estate team</td>
<td>Recovery system in place.</td>
<td>Amount of packaging and paper waste diverted each year documented and reported. Improvements, if any, (Eg additional waste streams captured) documented and reported.</td>
<td>Annual Report</td>
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<td><strong>Reuse</strong> packaging where economically and environmentally feasible while protecting the best interests of our customers and the integrity of our brand. Document and report examples / proof points (where applicable to the Australian context) in annual report to APC.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>Identification of packaging improvement projects occurs on an annual basis, and they are tracked, measured, and progress reported in HP Global Citizenship Report.</td>
<td>Packaging reused where possible and examples / proof points documented and reported</td>
<td>Report projects progress on annual basis.</td>
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<tr>
<td>Performance goals and KPIs</td>
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| KPI 4 – Proportion of signatories with a policy to buy products made from recycled packaging. All APC signatories will have a formal, documented policy of buying recycled products or materials | HP’s Environmentally preferable paper policy defines the global environmental criteria and principles that HP follows when buying, selling, or using paper and product packaging.  
HP supports and encourages the use of recovered fiber content during production. HP assesses the use of recycled fiber across products and packaging and establishes metrics and goals that aim to maximize the use of recycled materials while reducing material usage and optimizing shipping densities.  
Ensure the adequacy of the policy by maintaining and reviewing policy on an annual basis. | HP Packaging Environmental Strategy Team | Environmentally Preferential Paper policy in place since 2008. | HP’s environmentally preferable paper policy reviewed and new/revised goals established. | End of each HP fiscal year, ie, 31Oct of each year. |
| Increase use of recycled content in HP branded paper. | | HP Packaging Environmental Strategy Team | HP achieved our goal of having at least 40% of HP-branded paper be FSC-certified and/or contain at least 30% post-consumer waste (PCW) content by the end of 2011. | 50% or more of HP-branded paper sold worldwide will be Forest Stewardship Council (FSC) certified or have more than 30 percent post-consumer waste content by end of 2015. | end of 2015 |
| Take deliberate actions to increase the recycled content of packaging materials. | | HP Packaging Environmental Strategy Team | Identification of packaging improvement projects occurs on an annual basis, and they are tracked, measured, and progress reported in HP Global Citizenship Report. | Seek at least 3 packaging recycled content projects every year and report progress to APC. | Report projects progress on annual basis. |
| Increase use of recycled content in HP corrugated or paperboard packaging. | | HP Packaging Environmental Strategy Team | Recycled content in paper-based packaging was not specified prior to 2012. Before 2012, recycled content in paper packaging varied based on individual part performance requirements and market availability of recycled content papers for packaging applications. | Use corrugated or paperboard packaging with at least 25% recycled content (post consumer + post industrial) on a weighted annual average across packaging supply base.  
Survey supplier to ascertain baseline recycled content in 2014. Seek improvement opportunities in 2015. | Report progress on annual basis. |
3. Product Stewardship - demonstrated commitment to product stewardship

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<tr>
<th>Performance goals and KPIs</th>
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<tr>
<td>KPI 6 – Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging</td>
<td>Identify and encourage existing and new local HP packaging suppliers to become signatory to APC.</td>
<td>South Pacific Environmental Manager</td>
<td>No packaging currently sourced from Australian suppliers.</td>
<td>All known Australian packaging suppliers of HP are signatories to APC by end 2015</td>
<td>2015</td>
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<tr>
<td>Target: 70% of Covenant signatories implementing formal policies and procedures in working with others to improve design, procurement and recovery of packaging</td>
<td>Exerting HP’s supply chain influence to encourage the use of sustainably harvested fibre for all paper and packaging.</td>
<td>HP Packaging Environmental Strategy Team</td>
<td>Requirement in the GSE that HP products and packaging must not contain any wood material or wild plant material that was illegally sourced from its country of origin.</td>
<td>Forestry survey conducted for 100% of packaging suppliers in order to ensure due diligence requirements met and information gathered on % with forestry certifications.</td>
<td>2014</td>
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<td>HP is a member of the Forest Stewardship Council® (FSC), an independent NGO and certifying body that promotes responsible management of the world’s forests. Through this partnership, we are helping to grow market awareness for FSC through our messaging and on product use of the logo.</td>
<td></td>
<td>HP Media SER Program Manager and Supplies Environmental Marketing Manger</td>
<td>HP is a member of the Forest Stewardship Council® (FSC), an independent NGO and certifying body that promotes responsible management of the world’s forests.</td>
<td>Membership maintained and progress towards sustainable sourcing of fibre used in HP paper demonstrated through the KPI4 target of increasing use of recycled content in HP branded paper.</td>
<td>Annual renewal of membership.</td>
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<td>Forest Stewardship Council® (FSC®) License Code FSC®-C017543 and Programme for the Endorsement of Forest Certifications Schemes (PEFC™) License Code PEFC/29-31-198.</td>
<td>HP Media SER Program Manager and Media CoC Administrators</td>
<td>HP carries FSC® and PEFC® Chain of Custody (CoC) certification for HP branded papers.</td>
<td>FSC and PEFC CoC certification audits conducted annually, recertification conducted in 2014.</td>
<td>Annual audits, with the last CoC recertification audits completed in Jan. 2014.</td>
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<td>Complete CoC recertification audit annually.</td>
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<td>Global Forest &amp; Trade Network (GFTN) is a World Wildlife Fund initiative to eliminate illegal logging and transform the global marketplace into a force for saving the world’s valuable and threatened forests. <a href="http://www.gftn.panda.org">www.gftn.panda.org</a>.</td>
<td>HP Media SER Program Manager</td>
<td>HP has been a participant in WWF GFTN since 2009. The scope of our participation is fiber sourcing for HP branded papers. Through this partnership, we aim to phase out the use of fiber from any unwanted sources, from High Conservation Value Forests (HCVFs) and from endangered forests, in HP branded papers.</td>
<td>GFTN reporting completed and fibre from unwanted sources partially phased out.</td>
<td>Annual reporting in Feb/Mar to GFTN.</td>
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<td>Complete GFTN reporting annually. Report status in APC annual report.</td>
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<td>Performance goals and KPIs</td>
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<td><strong>KPI 7 – Proportion of signatories demonstrating other product stewardship outcomes</strong></td>
<td>Reduce HP’s environmental footprint throughout the IT supply chain. HP is the first company in the IT industry to set a goal that attempts to reduce GHG emissions among <strong>outsourced manufacturing and product transportation</strong> activities. Report progress against goal in annual report to APC.</td>
<td>Supply Chain Social &amp; Environmental Responsibility (SC SER) team.</td>
<td>Preliminary 2010 baseline intensity is estimated at 53 MTCO2e/m$. Note that this number is still under review for 3rd party assurance by Ernst&amp;Young.</td>
<td>20% decrease in manufacturing and product transportation-related GHG emissions intensity* by 2020, compared to 2010. * GHG emissions intensity is a measure of emissions relative to company-wide revenue.</td>
<td>2020</td>
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<td><strong>KPI 8 – Reduction in the number of packaging items in litter</strong></td>
<td>Joining and participating in a community-based litter reduction program (e.g. Clean Up Australia Day).</td>
<td>South Pacific Environmental Manager</td>
<td>No initiatives currently</td>
<td>Participation in Australia Clean-up day established and maintained as an annual activity.</td>
<td>2014 and on-going.</td>
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Appendix 1

Global citizenship policy

Global citizenship is one of HP’s seven corporate objectives reflecting our long-standing commitment to making a positive contribution to the global community. We are guided by our company values of trust and respect for the individual and conducting our business with uncompromising integrity. These values are embodied worldwide in our Standards of Business Conduct and implemented through rigorous governance practices to ensure our business practices reflect our values.

Engagement with the communities and local leadership where we live and work is core to HP’s philosophy and approach. Our employees are encouraged to apply their time and talent to help solve problems in their communities. We also engage globally with various stakeholder communities to address issues related to the environment, economic development, digital divide, privacy, labour and human rights.

Environmentally, HP is committed to providing products and services that are environmentally sound throughout their life cycles, and to conducting our operations in an environmentally responsible way.

Socially, HP upholds and respects human rights as reflected in the Universal Declaration of Human Rights. HP is also committed to fair labour practices and the respectful treatment of all employees, including the protection of workplace health and safety and data-privacy protections.

Economically, HP is committed to creating value for our shareholders in ways that are transparent and ethical. We are also committed to improving the economic conditions of the communities in which we conduct business through job creation, employee engagement, philanthropy and e-inclusion programs that work to close the gap between technology-empowered and technology-excluded communities worldwide.

HP’s environmental, health and safety, human rights and labour, data-privacy and supply chain policies are based on the following principles:

- Legal and Regulatory Compliance: Ensure our products, operations and services comply with all applicable laws and regulations
- Continual Improvement: Maintain an effective management system that is based on sound business and scientific principles. Integrate our environmental, health and safety, human rights and labour, data-privacy and supply-chain policies into our business and decision-making processes. Establish appropriate objectives and targets; regularly assess our performance and practice continual improvement.
- Information Access: Provide clear, accurate, and appropriate reporting about our products, services, and operations to employees, customers, shareholders, government agencies and the public.

All HP managers, employees, partners, and suppliers are expected to support the implementation of the following environmental, health and safety, human rights and labour, privacy and supply chain commitment policies.